



**School Union 69**  
**Hope-Appleton-Lincolnville**  
**PO Box 539**  
**2561 Atlantic Highway**  
**Lincolnville, ME 04849**  
**(207) 763-3818      Fax (207) 763-4262**

**Application for Support Staff Personnel**

**Maine School Union 69 is an EOE and does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Location: \_\_\_\_\_

When will you be available? \_\_\_\_\_

Fingerprinted by the Maine Department of Education: Yes \_\_\_\_ No \_\_\_\_

If no, please provide date of fingerprinting: \_\_\_\_\_

Education: Starting with high school, please list any schools or colleges you have attended.

<u>School Attended</u>	<u>Address</u>	<u>Grad. Date</u>	<u>Degree</u>

Special Skills:

Do you hold a valid driver's license?      State: \_\_\_\_\_ Endorsements: \_\_\_\_\_

With what office machines are you familiar?  
 \_\_\_\_\_

What other special skills do you have or licenses/authorizations do you hold that may be relevant to this position:  
 \_\_\_\_\_  
 \_\_\_\_\_

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Work Experience:

Please list all previous experience, starting with the most recent job held. Please account for any gaps in employment during the past ten years. Use a separate sheet if necessary.

<u>From (mo/yr)</u>	<u>To (mo/yr)</u>	<u>Position</u>	<u>Duties</u>	<u>Employer</u>
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Background:

Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes \_\_\_ No \_\_\_

Have you ever resigned from a prior position? Yes \_\_\_ No \_\_\_

Has your contract in a prior position ever been non-renewed? Yes \_\_\_ No \_\_\_

Have you ever not been nominated to re-employment in a prior position or ever had your nomination for re-employment not approved? Yes \_\_\_ No \_\_\_

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes \_\_\_ No \_\_\_

If you have answered YES to any of the previous questions, provide details on a separate sheet.

References:

List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three letters of reference from persons who are not related to you (may be from references listed).

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Phone</u>
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My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that Maine School Union 69 contacts in connection with my employment application to fully provide Maine School Union 69 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against Maine School Union 69, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

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Signature

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Date

Application for Support Staff Personnel Checklist:

The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed.
- Gaps in employment during the past ten years explained
- YES to any of the questions in the background section explained
- Application signed
- Fingerprint approval, if available at this time

NOTE: All application materials become the property of Maine School Union 69. None will be returned. Providing any false or misleading information on this application or in the application of employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

NOTE: Employment cannot be finalized until the applicant has completed the requirements for complete background checks and fingerprinting as required by Maine State Statute.

Revised: September 16, 2022