

RSU 54/MSAD 54
196 West Front Street
Skowhegan, ME 04976
Phone: (207) 474-9508
Fax: (207) 474-7422

Application for:

Bus Driver

Maintenance

Food Service

Secretary

Custodian

Full-time

☐ **On-Call (Substitute)**

Name: _____ Social Security #: _____

 Last First Middle

Address: _____ Telephone #: _____

City: _____ State/Zip: _____

Secretarial Positions

Typing Speed _____ wpm

Computer Programs:


Office Equipment:

Other:

Custodial/Maintenance Positions

☐ Carpentry

☐ Electrical

 Plumbing

☐ Painting

Bus Driver Positions

CDL Driver License	Yes	No

Driver License Number: _____

State: _____

Other specials skills do you have or licenses do you hold that may be relevant to this position:

Have you completed a Criminal History Record Check (fingerprinting)?

☐ Yes ☐ No

If yes: Place: _____ Date: _____ Expiration Date: _____

EDUCATION:

High School: _____ Course: _____ Years Attended: ____ Graduated: _____

Business School: _____ Diploma/Degree: _____ Years Attended: ____ Graduated: _____

College: _____ Degree: _____ Years Attended: ____ Graduated: _____

EXPERIENCE:

List all previous experience starting with the most recent job held.

Dates	Position	Employer (include telephone number)

Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of the last page

Background InformationHave you ever been disciplined, discharged, or asked to resign from a prior position? Yes ☐ No ☐Have you ever resigned from a prior position after a complaint had been received? Yes ☐ No ☐Have you ever been charged with or investigated for sexual abuse of another person? Yes ☐ No ☐

Have you:

- a. ever been convicted of a crime other than a minor traffic offense
- b. ever entered a plea of guilty or a plea of “no contest” (nolo contendere)
- c. ever had any court defer further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? Yes ☐ No ☐

If you have answered yes to any of the previous questions, provide full details below:

Do you have full physical, mental, emotional and medical ability to perform the functions of the position for which you are applying, with or without reasonable accommodations? Yes ☐ No ☐

(You may request more information about this position before responding to this question.)

If no, please explain.

NOTE: Conviction of a crime is not an automatic bar to employment by RSU 54/MSAD 54.

REFERENCES

Please list three (3) references, including a recent supervisor that we can contact who can comment on your ability.

Name	Position	Address (include telephone number)

Please Read Before Signing

Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse employment, or having been employed, shall be immediate cause for dismissal.

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 any persons, agencies or entities that RSU 54/MSAD 54 contacts in connection with my employment application to fully provide RSU 54/MSAD 54 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 limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU 54/MSAD 54, its agent 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 board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature

Date

IT IS THE POLICY OF RSU 54/MSAD 54 TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL CANDIDATES FOR EMPLOYMENT REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN OR HANDICAP.

Employment applications will be retained for a period of 12 months from date of receipt. All materials will become the property of RSU 54/MSAD 54. None will be returned.