

MAINE INDIAN EDUCATION

39A Union Street
CALAIS, ME 04619
207-454-2126
207-454-3772 (fax)



APPLICATION FOR NON-TEACHING POSITION

Maine Indian Education does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

NATIVE AMERICAN PREFERENCE*

Date _____ Position applying for: _____

Name _____

(Bus Driver, Custodian, Secretary,
Aide, Cafeteria Worker, etc.)

Social Security No. _____

____ - ____ - ____

When will you be available? _____

Permanent Address _____

Phone Number(s) _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Yrs. Attended	Graduated/ Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid driver's license?

State: _____ Endorsement: _____

To be completed by clerical applicants:

Typing: ____ Yes ____ No WPM _____

Shorthand: ____ Yes ____ No WPM _____

What office machines are you familiar with?

Do you hold a Maine CHRC (Criminal History Record Check)? _____

CHRC Date of Expiration _____

*Applicants claiming Native American preference should provide proof of tribal affiliation.

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What other special skills do you have or licenses do you hold that may be relevant to this position?

EXPERIENCE: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

From	To	Position	Duties	Employer
month/year				
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____

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 been charged with or investigated for sexual abuse or harassment of another person? Yes _____ No _____

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes _____ No _____

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes _____ No _____

For BUS DRIVER applicants only: Have you ever been charged with a traffic offense or pleaded guilty of "no contest" (nolo contendere) to a traffic offense? Yes _____ No _____

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If you have answered YES to any of the previous questions, provide full details below, including, with respect to court actions, the date, offense in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position	Address	Phone

Are you related to any members of the School Committee in any of the following ways?

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, half brother, or half sister.

Yes _____ No _____ If yes, please circle relation.

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SIGNATURE:

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 Indian Education contacts in connection with my employment application to fully provide Maine Indian Education 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 Indian Education, 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 board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature/Date

APPLICATION FOR NON-TEACHING PERSONNEL CHECK LIST: The completed employment application can not 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

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE INDIAN EDUCATION. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR 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.