



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

**APPLICATION FOR PARAPROFESSIONAL POSITION**

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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\*

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

Position(s) applying for: \_\_\_\_\_ Regular Ed.: \_\_\_\_ Special Ed.: \_\_\_\_

When would you be available? \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

| School(s) Attended | No. of Years Attended | Graduated/degree |
|--------------------|-----------------------|------------------|
| _____              | _____                 | _____            |
| _____              | _____                 | _____            |

Number of semester hours in:

\_\_\_\_\_ Reading  
\_\_\_\_\_ Math  
\_\_\_\_\_ Special Ed.

**CERTIFICATION:** List certification(s) you hold and provide a copy of each.

| Type  | State | Date of Expiration |
|-------|-------|--------------------|
| _____ | _____ | _____              |
| _____ | _____ | _____              |

If you do not hold a Maine certificate, for what type of Maine certificate are you eligible?  
\_\_\_\_\_

Have you completed the application process for this certificate? \_\_\_YES \_\_\_NO

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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**EXPERIENCE:** A resume must be provided. Please list all previous employment for the past five years starting with the most recent job held.

| From (month/year) | To (month/year) | Position | Employer |
|-------------------|-----------------|----------|----------|
|                   |                 |          |          |
|                   |                 |          |          |
|                   |                 |          |          |
|                   |                 |          |          |
|                   |                 |          |          |
|                   |                 |          |          |

On a separate sheet, please describe why you are interested in working as a paraprofessional for Maine Indian Education and what skills you would bring to the position.

**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 after a complaint had been received against you or your conduct was under investigation or review? 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 \_\_\_

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 \_\_\_

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 \_\_\_

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.

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

| 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, husband, wife?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please circle relation.

**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 PARAPROFESSIONAL POSITION CHECK LIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application form fully completed
- \_\_\_\_\_ Copies of Transcript(s)
- \_\_\_\_\_ Copy of Maine Certification(s)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ YES to any of the questions in the Background section explained
- \_\_\_\_\_ Two letters of reference
- \_\_\_\_\_ Application signed

**NOTE:** ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE INDIAN EDUCATION. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THE APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREEING 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 REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.