

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

**Application for:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Bus Driver</b>   | <input type="checkbox"/> <b>Maintenance</b>          |
| <input type="checkbox"/> <b>Food Service</b> | <input type="checkbox"/> <b>Secretary</b>            |
| <input type="checkbox"/> <b>Custodian</b>    | <input type="checkbox"/> _____                       |
| <hr/>  |  |
| <input type="checkbox"/> <b>Full-time</b>    | <input type="checkbox"/> <b>On-Call (Substitute)</b> |

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
                    Last                                      First                                      Middle

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

**Secretarial Positions**

Typing Speed \_\_\_\_\_ wpm

Computer Programs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Equipment: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

**Custodial/Maintenance Positions**

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Plumbing  | <input type="checkbox"/> Painting   |

**Bus Driver Positions**

CDL Driver License

- Yes                       No

Date of Birth: \_\_\_\_\_  
(Required for driver's license check only)

Driver License Number: \_\_\_\_\_

State: \_\_\_\_\_

Other special 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 Information**

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? 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:

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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.

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**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.

# BACKGROUND CHECK WAIVER

It is the policy of M.S.A.D. #54 to conduct criminal background checks on all potential employees/volunteers. Employment/volunteering in M.S.A.D. #54 is contingent on the results of such checks. In order to conduct the check, a birth date is required. Please provide us with your birthdate, current address, sign the waiver, and return it to us.

Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Any Other Name Used (including maiden name): \_\_\_\_\_

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

\_\_\_\_\_

I understand that the above information I have voluntarily provided will be used solely for the purpose of a background check. It will not be used for any other reason until such time as I become an M.S.A.D. #54 employee/volunteer.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date