

BRUNSWICK SCHOOL DEPARTMENT
46 Federal Street
Brunswick, Maine 04011-1995
(207) 319-1900
APPLICATION FOR BUILDINGS, GROUNDS,
TRANSPORTATION AND FOOD SERVICES

THE BRUNSWICK SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS
EDUCATIONAL AND EMPLOYMENT POLICIES

Name: _____ Date: _____

Address: _____

Town: _____ State: _____ Zip: _____ Phone: _____

Position applied for, i.e., Bus Driver, Custodian, Cafeteria. Please include location, if known.

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

<u>Employer</u>	<u>Position & Duties</u>	<u>Dates Employed</u>

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

<u>Name of School</u>	<u>Address</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Graduate (Yes/No)</u>

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

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Occupation</u>

Please provide a copy of the following:

Background Check approval (CHRC): _____
Commercial Driver's License: State: _____ Endorsement: _____
(if applicable)

All applications will be kept active for a period of 12 months from date of receipt.

(Continued on other side)

BACKGROUND:

Have you ever been disciplined, discharged, 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 _____

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

If you 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. Attach additional sheets if necessary. Conviction or disposition of a crime is not an automatic bar to employment.

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 the Brunswick School Department contacts in connection with my employment application to fully provide the Brunswick School Department 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 the Brunswick School Department, 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.

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

Signature _____ Driver's License # _____

Date _____

All application materials become the property of the Brunswick School Department. 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.
Rev. 9/04