Hermon School Department
P.O. Box 6360
Hermon, Maine 04402-6360
Tel. (207) 848-3283; Fax (207) 848-5226

Application for Non-Teaching Position

The Hermon School Department does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to Ms. Tina Grivois, Title IX Coordinator, Hermon School Department, at the above address and phone number or to the U.S. Department of Education Office of Civil Rights.

Date _____ Position applying for:

Name _____ _____
(Bus driver, custodian, secretary, cafeteria worker, etc.)

Social Security No. _____ - _____ - _____

When will you be available: _____ _____
(Position location)

Permanent Address _____

_____ Phone _____

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

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

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 _____

With which office machines are you familiar? _____

_____

_____

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 (month/year)	Position	Duties	Employer
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

BACKGROUND:

Do you have any physical limitations which might prevent you from doing your job to the full extent of responsibility assigned to the position? Yes ___ No ___

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 ___

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. 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

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 Hermon School Department contacts in connection with my employment application to fully provide the Hermon 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 Hermon School Department, its agents and officials or against any provider of such information.

I understand that information submitted in and with 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

Supplement to application for those applying for position of bus driver

1. What has been your health condition over the past two years? _____

2. Do you have any physical disability? _____

3. Have you had a physical examination recently? _____

   If so, when _____

4. Do you have a valid State of Maine driving license?

   _____

5. Please give license no. _____

   If no, please explain why: _____

   _____

6. Date of birth _____
   (necessary in order for the School Department to do a license check)

7. Do you have a valid bus driver's license? _____

8. Have you ever had your license suspended or revoked?

   _____

9. Have you ever been involved in an accident(s)? Give brief details. _____

   _____

10. Are you required to show proof of liability insurance?

    _____

11. I have driven the following vehicles:

    private car _____; pick-up truck _____;
    school bus _____; tractor/trailer _____;
    other: