

HERMON SCHOOL DEPARTMENT

P.O. Box 6360

Hermon, ME 04402-6360

**Application for Extra-Curricula Position**

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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.

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Date: \_\_\_\_\_ Position Applying for: \_\_\_\_\_

Name: \_\_\_\_\_ (New/Returning) \_\_\_\_\_  
If returning, first year in this extra curricular position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Education: Starting with high school, list any schools or colleges you have attended as well as location, number of years attended and whether or not you received a diploma or certificate. Use the back of this sheet if necessary.

<u>School</u>	<u>Location</u>	<u>No of Years Completed</u>	<u>Diploma or Certificate</u>
_____	_____	_____	_____
_____	_____	_____	_____

What experience or skills do you possess that qualify you to hold this position?

\_\_\_\_\_  
\_\_\_\_\_

Have you been fingerprinted to work in Maine schools? \_\_\_\_\_ If so, when? \_\_\_\_\_

**For Office Use Only:**

Candidate Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Current Stipend for this Position: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**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 (month/year)	To	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 extend of responsibility assigned to the position? Yes \_\_\_ No \_\_\_

Have you ever been disciplined, discharged, or asked to resign from a 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 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, 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

**APPLICATION CHECK LIST:** The complete employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application form fully completed and signed.
- \_\_\_\_\_ Gaps in employment during the past 10 years explained.
- \_\_\_\_\_ YES to any of the questions in the Background section answered.

**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE HERMON 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.**