

MAINE SCHOOL ADMINISTRATIVE DISTRICT #54
Skowhegan, ME 04976

APPLICATION: EDUCATIONAL TECHNICIAN
(Two years of college or ParaPro Test are required)

Date _____ Position applying for: _____

Name _____
(Educational Technician I, II, or III)

Social Security No. _____ - _____ - _____

When will you be available? _____
(Position location)

Permanent Address _____
_____ Phone _____

Application Instructions

A complete application will include the following:

1. A completed and signed application form. (Please complete all information in the application even though it may be duplicated on your resume.)
2. A current resume.
3. A copy of your Maine Ed Tech authorization or evidence that you are eligible for authorization.
4. Personal Statement describing your approach and thoughts to being an Educational Technician.
5. Copy of college/university transcript or ParaPro Test.
6. Letters of reference from at least three persons.
7. An explanation of any gaps in employment during the past ten years.
8. An explanation of "yes" responses to any questions in the background section.
9. Maine Criminal History Check approval form. (Superintendent's Office will complete.)
10. Your signature.
11. The applicant should exercise the greatest care in preparing this application. Any falsification of information or misleading information on this application shall be sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal. Do not omit any item.

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

School Attended	Address	Dates Attended	Degree or Diploma
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Are you Highly Qualified per NCLB for this position? _____
How? (check one) _____ Assoc. Degree _____ BS/BA _____ 48 semester hours _____ ParaPro test

SPECIAL SKILLS:

With which computer programs and 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 separate page if necessary. Please account for any gaps in employment during the past ten years on a separate sheet of paper.

From (month/year)	To	Position	Duties	Employer (include telephone number)
to				
to				
to				
to				
to				
to				
to				
to				
to				

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.

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>Position</u>	<u>Address</u>	<u>Telephone</u>

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 MSAD #54 contacts in connection with my employment application to fully provide 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 limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against MSAD #54, 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 EDUCATIONAL TECHNICIAN CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

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- _____ Application form fully completed
 - _____ Gaps in employment during the past ten years explained
 - _____ YES to any of the questions in the Background section explained
 - _____ Application signed
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD# 54. 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.

How did you become aware of this vacancy? Check all that apply.

- | | | |
|--------------------------|----------------------------|-----------------------|
| _____ ServingSchools.com | _____ Other online service | _____ MSAD#54 webpage |
| _____ Portland newspaper | _____ Bangor newspaper | _____ Local newspaper |
| _____ Posting | _____ Word of mouth | |

Please return this completed application and requested materials to:

M.S.A.D. #54 Superintendent's Office
Application Department
196 W. Front St.
Skowhegan, ME 04976
207-474-9508 Fax: 207-474-7422
<http://www.msad54.k12.me.us>

E.O.E.

M.S.A.D. #54 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.