

EMPLOYMENT APPLICATION  
 Raymond School Department  
 434 Webb's Mills Road  
 Raymond, ME 04071  
 207-655-8666



Date \_\_\_\_\_

The Raymond School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

**Name:** \_\_\_\_\_ **Social Security:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
 (Optional)

List in order of preference the jobs for which you wish to apply:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

When will you be available: \_\_\_\_\_

Education: Please list schools attended:

School	Location	Dates Attended	Highest Grade Completed

Work Experience: Please list your three most recent employers, add other employment which relates:

Employer	From/ To Dates (month/year)	Type of Employment	Address	Phone

Please give reason(s) for leaving your last job.

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

Technology Skills: List business courses taken.

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

List other special skills and experience which would be helpful to the position in which you are interested:

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

**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

**Background**

	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Has your contract in a prior position ever been non-renewed?		
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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)?		

If you have answered YES to any of the previous questions, provide full details, with respect to court actions, the date, and offense in question, and address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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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 Raymond School Department contacts in connection with my employment application to fully provide Raymond 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 Raymond 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 an interviewing committee including Board members, administrators, other staff, students and members of the community. I give my consent to this disclosure.

\_\_\_\_\_  
**Signature/Date**

All application materials become the property of the Raymond School Department. None will be returned. Providing 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.

**Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.**

**\* If hired we will need a copy of your social security card, license, and proof of fingerprinting.**