



# Regional School Unit 24 Application For Employment

Please email to:  
RSU 24 Human Resources Mgr  
[jjordan@rsu24.org](mailto:jjordan@rsu24.org)  
2165 US Highway One  
Sullivan, Maine 04664  
(207) 422-2017 Tel. 422-2029 Fax

Please type or print.  
The application must  
be fully completed to  
be considered.

Please complete  
each section, even if  
you attach a resume.

- Educational Technician III  
 Substitute Teacher

## Personal Information

Name

Address	City	State	Zip
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Phone Number	Mobile Number	Email Address
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Are You Eligible to Work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Social Security Number (Optional-Required Upon Hire) XXX-XX-
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May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact you at your current employment? Yes <input type="checkbox"/> No <input type="checkbox"/>
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## Position

Position for Which You Are Applying	Location	Grade Level
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When Will You Be Available?	# of Years of Educational Experience: <input type="checkbox"/> Resume attached listing company and address/telephone, years employed, job title, summary of duties
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## Education

(Attach copy of transcripts)

School Name	Location	Years Attended	Degree Received	Major

## Certification

(Attach copy of current certifications)

Maine State Department of Education fingerprint (CHRC) expiration date: \_\_\_\_\_ (Required Upon Hire)  
If you do not hold Maine Professional Certification, for what type of Maine Professional Certification(s) are you applying and eligible?

## References

(Please list three references, two of which are most recent supervisors)

Name	Title	Company	Phone

In addition, please attach three current letters of reference from persons who are not related to you (may be from the list).

## Background Questions

Have you ever been disciplined, discharged, or asked to resign from a prior position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Has your contract in a prior position ever been non-renewed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (Other than a minor traffic offense)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a professional license or certificates suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other than a minor traffic offense, has a 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 impose a requirement as to your behavior or conduct for a period of time in connection with any crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question and the address of the court involved. Convictions or other disposition of a crime is not necessarily 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 processed by any state, local, or federal agency. I further authorize those persons, agencies or entities that the RSU 24 contacts in connection with my employment application to fully provide the RSU 24 with 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 RSU 24, 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 interview committee, which may include board members, administrators, staff, and members of the community. I give my consent to this disclosure.

## Checklist (Completed application may not be evaluated unless all of the following materials have been provided)

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|--|---|
| <input type="checkbox"/> Letter of Application (Cover Letter)        | <input type="checkbox"/> Copy of Maine Dept of Education Certifications         |
| <input type="checkbox"/> Application form completed, signed, dated   | <input type="checkbox"/> Three current letters of reference                     |
| <input type="checkbox"/> Copy of college transcripts (If Applicable) | <input type="checkbox"/> Gaps in employment during the past ten years explained |
| <input type="checkbox"/> Resume                                      | <input type="checkbox"/> Explanation of YES answers to background questions     |

## Signature Disclaimer

**All application materials become the property of the RSU 24, and will be held for a period of two (2) years. None will be returned. Providing any false or misleading information on this application, or in the application or employment screening process, shall be sufficient grounds to refuse employment, or if the applicant has been employed, to immediately dismiss the applicant/employee. The RSU 24 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination. RSU 24 is an equal opportunity employer.**

Name (Please Print)	Signature
Date	

Optional: Where did you learn about this job posting? \_\_\_\_\_