



# Maine School of Science and Mathematics

*A Residential Community of Academic Excellence*

## Application for Non-Teaching Personnel

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

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

**Name:** \_\_\_\_\_

**When will you be available?** \_\_\_\_\_ **Position Location:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Temporary Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

School Attended	Address	No. of Years Attended	Graduated/Degree

### **Special Skills:**

Do you hold a valid driver's license? \_\_\_\_\_ State: \_\_\_\_\_ Endorsement: \_\_\_\_\_

To be completed by clerical applicants: Keyboarding: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ WMP

Please list the office machines and computer software with which you are 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 another page, if necessary. Please account for any gaps in employment during the past ten years.

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

From	To	Position	Employer Name, Address and Telephone Number

**Background:** (circle yes or 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?	Yes	No
Has your contract in a prior position ever been non-renewed?	Yes	No
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not been approved?	Yes	No
Have you ever been convicted of a crime (other than a minor traffic offense)?	Yes	No
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	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
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. Conviction or other disposition of a crime is not necessarily an automatic bar to employment (use additional paper, if needed).

---



---



---



---

**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, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that MSSM contacts in connection with my employment application to fully provide MSSM 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 MSSM, 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.

---

Applicant Signature

Date

**Application Checklist:** The completed employment application cannot be evaluated unless all of the following materials have been provided:

- 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.

**NOTE:** All application materials become the property of MSSM. None will be returned. Providing false or misleading information on this application or in the 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.