

DATE: \_\_\_/\_\_\_/\_\_\_

MAINE SCHOOL ADMINISTRATIVE DISTRICT #58

1401 Rangeley Road  
Phillips ME 04966  
Attn: Cindy Dixon

www.msad58.org

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**APPLICATION FORM FOR SECRETARY POSITION**

**M.S.A.D. #58 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.**

Position for which application is made (indicate building location)

**Personal Data**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Educational Preparation Transcripts, including grades, from all colleges(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

College/University Attended	No. Yrs. Attended	Degree Awarded	GPA	Major Subj./ Credit Hrs.	Minor Subj./ Credit Hrs.

**SPECIAL SKILLS**

Typing: Yes( ) NO( )  
Computer Skills Yes( ) NO( )

List programs you can use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE**

Please list all previous employment starting with the most recent job held. Use additional space if necessary. Please account for gaps in employment during the past ten years.

From (month/year)	To (month/year)	Position/Duties	Employer

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 of time in connection with any crime (other than a minor traffic offense)? Yes\_\_\_ No\_\_\_

**BUS DRIVER APPLICANTS ONLY:** Have you ever been charged with a traffic offense or pleaded guilty Or "no contest" (nolo contendere) to a traffic offense? Yes\_\_\_ No\_\_\_

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. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES

List three references, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three letters of recommendation from persons who are not related to you (may be from references listed below).

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 M.S.A.D. #58 contacts in connection with my employment application to fully provide M.S.A.D. #58 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 M.S.A.D. #58, 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

**CHECK LIST: All of the following materials must be provided:**

\_\_\_ Application form completed \_\_\_ Gaps in employment \_\_\_ Three letters of reference \_\_\_ Application signed

NOTICE: All materials become the property of M.S.A.D. #58. 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.

