

Westbrook School Department

117 Stroudwater Street
Westbrook, Maine 04092
(207) 854-0800 FAX (207) 854-0809
wsd@westbrookschoools.org

APPLICATION FOR BUS DRIVING POSITION

THE WESTBROOK SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Last Name _____ First Name _____ MI _____

Address _____ City/Town _____ Zip _____

Telephone (Home) _____ (Work) _____

Date _____ Part-time _____ Full-time _____ Date available to start work _____

DRIVER'S LICENSE INFORMATION

Driver's License State _____ License Number _____

Date of Birth _____ (Required for driving record check)

Social Security Number _____

Please check Class, Restrictions, Permissions, and Endorsements that you currently hold

Class: A__ B__ C__ 1__ 2__ 3__ Restrictions: A__ B__ C__ D__ E__ G__ H__ M__ R__

Permissions: I__ J__ K__ L__ P__ Endorsements: N__ H__ T__ P__ Y__ S__

EDUCATIONAL BACKGROUND:

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

<u>Name of School</u>	<u>Address</u>	<u>Years Completed</u>	<u>Major</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCES: Please list three references - not former employers or relatives.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPERIENCE:

Please list Non-Commercial Driving employment for the last three years.

From ____ / ____ / ____ to ____ / ____ / ____ Title/Position _____

Name and Address of Employer _____

Name of Supervisor _____ Hourly Pay _____

Reason for Leaving _____

From ____ / ____ / ____ to ____ / ____ / ____ Title/Position _____

Name and Address of Employer _____

Name of Supervisor _____ Hourly Pay _____

Reason for Leaving _____

From ____ / ____ / ____ to ____ / ____ / ____ Title/Position _____

Name and Address of Employer _____

Name of Supervisor _____ Hourly Pay _____

Reason for Leaving _____

The Federal Motor Vehicle Safety Act was enacted by the United States Congress in 1986. The new Federal Law places certain requirements and responsibilities on operators of "Commercial Vehicles." Therefore, all vehicles the Westbrook School Transportation Office operates are commercial vehicles, and the following requirement must be met.

It is illegal to hold more than one driver's license. A driver may be fined up to \$2,500 and may be disqualified from driving commercial vehicles. If you are holding more than one license, you can return "extras" to the state(s) from which they were issued. Do not destroy a license, as the state will maintain that you are still a licensed operator from their state.

Are you presently holding more than one license? Yes ____ No ____

PLEASE LIST ANY TRAFFIC VIOLATIONS:

<u>Date of Violation</u>	<u>Nature of Violation</u>	<u>State</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All persons applying for a position to operate a commercial motor vehicle must inform the prospective employer at the time of application of any previous employment as a commercial vehicle operator for at least the previous 10 year period. The rules also require that employers request this information from all applications seeking employment as a school bus driver. You must furnish: NAME OF EMPLOYER, DATES OF EMPLOYMENT AND REASON FOR LEAVING.

From ____ / ____ / ____ to ____ / ____ / ____ Title/Position _____

Name and Address of Employer _____

Name of Supervisor _____ Hourly Pay _____

Reason for Leaving _____

From ____ / ____ / ____ to ____ / ____ / ____ Title/Position _____

Name and Address of Employer _____

Name of Supervisor _____ Hourly Pay _____

From ____ / ____ / ____ to ____ / ____ / ____ Title/Position _____

Name and Address of Employer _____

Name of Supervisor _____ Hourly Pay _____

Reason for Leaving _____

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___

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___

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 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.

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 the Westbrook School Department contacts in connection with my employment application to fully provide the Westbrook 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 the Westbrook 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 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

I hereby give permission to contact the employers and references listed above concerning my prior work experience.

Signature

Date

Please indicate if there is a particular employer you do not want us to contact. _____

APPLICATION FOR TRANSPORTATION PERSONNEL CHECK LIST:

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 THE WESTBROOK SCHOOL DEPARTMENT. 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.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

NOTE: IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, EACH NEW EMPLOYEE, AS A CONDITION OF EMPLOYMENT, MUST COMPLETE THE EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9 AND PRESENT DOCUMENTATION ESTABLISHING IDENTITY AND EMPLOYMENT ELIGIBILITY.