

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

**APPLICATION FOR NON-TEACHING POSITION**

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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.

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Date \_\_\_\_\_ Position applying for: \_\_\_\_\_  
(Custodian, Secretary, Education Technician, Cafeteria Worker, etc.)

When will you be available? \_\_\_\_\_  
(Please indicate what school the position is for, if known)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

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

School Attended	Address	No. of Yrs. Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL SKILLS:**

Do you hold a valid drivers license? State: \_\_\_\_\_ Endorsement(s): \_\_\_\_\_

To be completed by clerical applicants: Typing: \_\_\_\_\_ Yes \_\_\_\_\_ No WPM \_\_\_\_\_  
Shorthand: \_\_\_\_\_ Yes \_\_\_\_\_ No WPM \_\_\_\_\_

What office machines are you familiar with? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

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

**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\_\_\_

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 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.

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**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, 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 NON-TEACHING 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.