

REGIONAL SCHOOL UNIT NO. 18

41 Heath Street
Oakland, ME 04963
(207) 465-7384
www.rsu18.org

**ADULT EDUCATION APPLICATION FORM AND CONFIDENTIALITY AGREEMENT
FOR ENRICHMENT AND/OR DIPLOMA COURSE TEACHING POSITIONS**

REGIONAL SCHOOL UNIT NO. 18 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION. THE FOLLOWING INFORMATION IS REQUESTED TO HELP US COORDINATE ENRICHMENT AND/OR DIPLOMA COURSES IN ADULT EDUCATION AND TO ENSURE A SAFE ENVIRONMENT WHERE SCHOOL AGE STUDENTS MAY BE PRESENT.

Date _____ Area(s) of interest: _____
Name _____
Permanent Address _____ Phone (H) _____
_____ Phone (w) _____
Email _____

EDUCATION: List any education, training, or experiences you have had which would help us in meeting the needs of our students.

<u>School Attended</u>	<u>Address</u>	<u>No. of Yrs. Attended</u>	<u>Graduated/Degree & Year Awarded</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CRIMINAL HISTORY RECORD CHECK (for diploma course teachers):

Date Issued _____ Date of Expiration _____

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 not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? 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, 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 ___

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.

REFERENCES: List three persons who we may contact who can comment on your character and abilities.

<u>Name</u>	<u>Position or Relationship</u>	<u>Address</u>	<u>Phone</u>

I understand that in the course of my employment with the Unit, I may learn information about students that must be kept confidential. This information cannot be shared with anyone except for educational purposes. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer an employee in the Adult Education Program, any confidential information I have learned must continue to be kept confidential.

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 Regional School Unit No. 18 contacts in connection with my employment application to fully provide Regional School Unit No. 18 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 Regional School Unit No. 18, its agents and officials, or against any provider of such information.

My signature below constitutes authorization to check references. I understand that information submitted in and with this application may be disclosed to Adult Education office personnel, Central Office personnel, and Regional School Unit No. 18 District administrators. I give my consent to this disclosure.

Signature/Date

FOR OFFICE USE ONLY - ADULT EDUCATION APPLICATION FORM AND CONFIDENTIALITY AGREEMENT FOR ENRICHMENT AND/OR DIPLOMA COURSE TEACHING POSITIONS

CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided.

- _____ Application form fully completed
 - _____ Copies of transcript(s), if applicable
 - _____ Copy of Maine certification, if applicable
 - _____ Copy of Criminal History Records Check (CHRC – fingerprinting approval) received, if applicable
 - _____ Resume, if applicable
 - _____ Explanation for any of the questions in the background section answered "yes"
 - _____ Application signed
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF REGIONAL SCHOOL UNIT NO. 18. 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.

December 2011

Applications/Adult Education Application – RSU No. 18