

**RSU 54/MSAD 54**  
**Skowhegan, ME 04976**

**APPLICATION: EDUCATIONAL TECHNICIAN**  
(Two years of college or ParaPro Test are required)

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Date \_\_\_\_\_ Position applying for: \_\_\_\_\_  
Name \_\_\_\_\_  
Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
When will you be available? \_\_\_\_\_  
Permanent Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
(Educational Technician I, II, or III)  
(Position location)

**Application Instructions**

A complete application will include the following:

1. A completed and signed application form. (Please complete all information in the application even though it may be duplicated on your resume.)
2. A current resume.
3. A copy of your Maine Ed Tech authorization or evidence that you are eligible for authorization.
4. Personal Statement describing your approach and thoughts on being an Educational Technician.
5. Copy of college/university transcript or ParaPro Test.
6. Letters of reference from at least three persons.
7. An explanation of any gaps in employment during the past ten years.
8. An explanation of “yes” responses to any questions in the background section.
9. Maine Criminal History Check approval form.
10. Your signature.
11. The applicant should exercise the greatest care in preparing this application. Any falsification of information or misleading information on this application shall be sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal. Do not omit any item.

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

School Attended	Address	Dates Attended	Degree or Diploma

Are you Highly Qualified per NCLB for this position? \_\_\_\_\_  
How? (check one) \_\_\_\_\_ Assoc. Degree \_\_\_\_\_ BS/BA \_\_\_\_\_ 48 semester hours \_\_\_\_\_ ParaPro test

**SPECIAL SKILLS:**

With which computer programs and office machines are you 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 separate page if necessary. Please account for any gaps in employment during the past ten years on a separate sheet of paper.

From (month/year)	To	Position	Duties	Employer (include telephone number)
to				
to				
to				
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 \_\_\_\_\_

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.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone</u>

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 RSU 54/MSAD 54 contacts in connection with my employment application to fully provide RSU 54/MSAD 54 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 RSU 54/MSAD 54, 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

APPLICATION FOR EDUCATIONAL TECHNICIAN CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

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- \_\_\_\_\_ 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
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU 54/MSAD 54. 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.

How did you become aware of this vacancy? Check all that apply.

- |                          |                            |                              |
|--------------------------|----------------------------|------------------------------|
| _____ ServingSchools.com | _____ Other online service | _____ RSU 54/MSAD 54 webpage |
| _____ Portland newspaper | _____ Bangor newspaper     | _____ Local newspaper        |
| _____ Posting            | _____ Word of mouth        |                              |

Please return this completed application and requested materials to:

**RSU 54/MSAD 54 Superintendent's Office**  
**Application Department**  
**196 W. Front St.**  
**Skowhegan, ME 04976**  
**207-474-9508 Fax: 207-474-7422**  
**<http://www.msad54.org>**

**E.O.E.**

RSU 54/MSAD 54 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

# BACKGROUND CHECK WAIVER

It is the policy of RSU 54/MSAD 54 to conduct criminal background checks on all potential employees/volunteers. Employment/volunteering in RSU 54/MSAD 54 is contingent on the results of such checks. In order to conduct the check, a birth date is required. Please provide us with your birthdate, current address, sign the waiver, and return it to us.

Note: MSAD54 will reach out to the Maine Department of Education to inquire if any potential employee is or has ever been under investigation for a “Covered Investigation” (20-A M.R.S. §13025, Ch. 403, L.D. 1820) as part of this review.

Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Any Other Name Used (including maiden name): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

I understand that the above information I have voluntarily provided will be used solely for the purpose of a background check. It will not be used for any other reason until such time as I become a RSU 54/MSAD 54 employee/volunteer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date