**Oxford Hills Technical School (MVR #11)**
256 Main Street, South Paris, ME 04281
(Mailing Address: P.O. Box 313, Norway, ME 04268)
Telephone: (207) 743-7756 Fax: (207) 743-0667

# NON-INSTRUCTIONAL APPLICATION

The Oxford Hills Technical School (MVR #11) does not discriminate in the operation of its educational/employment policies and will honor all appropriate laws relative to discrimination.

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Date _____ Position applying for _____

Name _____ _____

When will you be available? _____

Permanent Address _____

Phone _____

Temporary Address _____

Phone _____

EDUCATION: Transcripts, including grades, from all colleges/universities attended must be provided. It is essential that this section be completed accurately.

| College/University Attended | Degree Awarded (if any) | Years Attended | Grade Point Average |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

CERTIFICATION: List industry/software certification(s) you hold and provide copies.

| Type | Company | Date Issued | Date of Expiration |
|---|---|---|---|
| | | | |
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| | | | |

EXPERIENCE: A resume must be provided. Please list positions held, employer, and dates of employment for the past ten years. Please account for gaps in employment on a separate page.

| From (month/year) | To (month/year) | Position | Employer |
|---|---|---|---|
| | | | |
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| | | | |
| | | | |

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 contendre) 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 minor 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, 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 reference 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 *Oxford Hills Technical School (MVR #11)* contacts in connection with my employment application to fully provide *Oxford Hills Technical School (MVR #11)* 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 *Oxford Hills Technical School (MVR #11)*, 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)**

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APPLICATION 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)
____ Copy of Industry/Software Certification(s)
____ Resume
____ Gaps in employment during the past ten years explained
____ YES to any of the questions in the *Background* section explained
____ Three letters of reference
____ Application signed

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NOTE: All application materials become the property of *Oxford Hills Technical School (MVR #11)*. 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: PRIOR CRIMINAL HISTORY, CONVICTION, OR OTHER DISPOSITION IS NOTNECESSARILY AN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT. THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.