

Application for Coaching Position **—to be filled in on your computer before printing**

About this form:

We have posted this version of this application online so that you can fill it in using your computer before printing it out.

Read this entire page of information/instructions before filling in the application. (You may find it helpful to print out this page for reference as you fill in the application.)

Click inside the first field (the first yellow box) on each page. Use the tab key to jump to the next field.

Each field has a limited length. Put additional information on a separate sheet, if necessary.

Clicking once in a checkbox will add/remove a mark.

You may save a copy of this blank form on your computer, but chances are you will not be able to save your answers/changes as you go. (You must have purchased the complete Adobe Acrobat software in order to save.) If you are worried about your computer crashing or freezing before you finish filling in the application, print out each page as you complete it.

At the top of the next page is a button labeled “Clear Entire Form.” If you need to empty all the fields and start over for any reason, this is an easy way to do it.

This form cannot be submitted online, because we must receive your original signature. When you have finished filling in the application, print it out, sign it, attach all additional pages and documents, and send it all to:

Human Resources—Personnel Search
Lewiston School Department
36 Oak Street
Lewiston, ME 04240

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 the page.)

From/To (month/year)	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 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, 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 on an additional sheet, including court actions, dates, offense(s) in question, and the address(es) of the court(s) 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 who we may contact.)

Name	Position	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 Lewiston School Department contacts in connection with my employment application to fully provide Lewiston 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 Lewiston School Department, its agents and officials, Maine School Management Association, 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.

_____	_____
Date	Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE LEWISTON 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.

Lewiston School Department is an Equal Opportunity Employer.

FOR OFFICE USE:

APPLICATION FOR COACHING POSITION 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

Approved by Supt. 12/5/00