

THORNTON ACADEMY

EST. 1811

Employment Application: Instructional, all departments and levels

Applying for: Middle School Upper School Residential Life Summer

Job post title: _____

Name: _____
First Middle Last

Address: _____

City, State, Zip: _____

Telephone _____ Email _____

A complete application must include completion of this form, signature and attachment of the following:

- Letter of interest indicating intent to apply
- Current and comprehensive resume that lists all education, employment and professional activities
 - Any gaps in employment in the last ten years should be explained on a separate sheet.
- Copies of all post-secondary transcripts (unofficial/student-issued are sufficient; official copies may later be requested)
- Three recent and relevant letters of reference including contact information

By this signed application you are authorizing Thornton Academy to contact any previous employers unless specifically noted. *All portions of this application must be completed. Incomplete applications cannot be considered.*

Maine State Certificates — List all subjects, grades and expiration dates:

II. EDUCATION / PREPARATION: College transcript(s) required

Secondary: _____ *Diploma conferred?* Yes No
Name of school, location

College: _____
Name of school, location

_____ *Major* _____ *Degree* _____ *Year conferred or dates of attendance*

Additional:

Name of school, location

Major

Degree

Year conferred or dates of attendance

III. WORK EXPERIENCE: Starting with your most recent (or current) position, list all previous employment including any job-related military service assignments. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer _____ From _____ To _____
Address _____ Telephone _____
Work Performed _____

Starting job title _____ Most recent job title _____
Supervisor _____
Reason for leaving _____
May we contact? Yes ___ No ___

2. Employer _____ From _____ To _____
Address _____ Telephone _____
Work Performed _____

Starting job title _____ Most recent job title _____
Supervisor _____
Reason for leaving _____
May we contact? Yes ___ No ___

3. Employer _____ From _____ To _____
Address _____ Telephone _____
Work Performed _____

Starting job title _____ Most recent job title _____
Supervisor _____
Reason for leaving _____
May we contact? Yes ___ No ___

Attach an additional sheet if necessary to list information requested for all previous employment.

Note: Please also explain any employment gaps that have occurred in the last ten years.

IV. BACKGROUND INFORMATION:

Have you ever filed an application with us before? Yes ___ Date _____ No ___

Have you ever been employed with us before? Yes ___ Date _____ No ___

If yes, former name (if applicable) _____

Do any of your friends or relatives work here? Yes _____ Date _____ No _____

If yes, state name and relationship _____

Are you currently employed? Yes _____ No _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes _____
No _____ (Proof of citizenship or immigration status is required upon employment.)

Maine mandates that all individuals working in Maine schools submit to a criminal background check and possess a Criminal History Records Check (CHRC) certificate of eligibility to work in education in the State Maine. **Do you have a CHRC certificate?**

Yes _____ Expiration date: _____ (Please attach a copy of the certificate.)

No _____ Do you have an appointment for fingerprinting (required for CHRC certification)?
Yes _____ Date _____ No _____

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 after your conduct was under investigation or review?
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 to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?
Yes _____ No _____

V. APPLICANT’S STATEMENT:

- I certify that answers given herein and in any attachments are true and complete.
- I attest that I hold all the qualifications listed for the position.
- I authorize investigation of all statements contained in this application for employment and authorize any person or agency or entity contacted by Thornton to fully release any information on the matters set forth above.

- I hereby understand and acknowledge that if I am offered employment I will be required to be certified under the State of Maine’s Criminal Background check for school employees and under applicable Special Education certification.
- I understand that any willful false or misleading information given in my application or employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been hired, shall be immediate cause for dismissal.
- In the event of employment, I understand that I am required to abide by all rules and regulations of the employer.
- I certify that I have read and fully understand the applicant statement.

Thornton Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or veteran status.

By this signed application you are authorizing Thornton Academy to contact any previous employers unless specifically noted. *This application is not complete unless signed and dated with all required documents attached.*

Applicant signature: _____ **Date:** _____