



**Employment Application: Administrative Support**

**Applying for:**  Middle School  Upper School  Residential Life  Summer Program

Office: \_\_\_\_\_

**I. APPLICANT:** \_\_\_\_\_  
*First Middle Last name*

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate: \_\_\_\_\_

**A complete application includes this form with signature with the following documents attached:**

- 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.
- Contact information for at least three (3) professional references. Unless specifically noted in Section III, Applicant gives permission for TA to contact any previous employers.)
- Copies of any certificates and/or post-secondary transcripts may also be submitted.

***All portions of this form must be completed. Applications will not be considered until complete.***

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

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

**College:** \_\_\_\_\_ (Please attach transcript)  
*(if applicable) Name of school, location*

\_\_\_\_\_  
*Major Degree Year conferred or dates of attendance*

**Additional:** \_\_\_\_\_ (Please attach transcript)  
*Name of school, location*

\_\_\_\_\_  
*Major Degree Year conferred or dates of attendance*

**III. WORK EXPERIENCE:** Starting with most recent or current, list all previous employment including job-related military service assignments. Organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status may be excluded. Attach additional pages if necessary, listing all information requested. All previous employment should be listed.

1. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Work Performed \_\_\_\_\_

Starting job title: \_\_\_\_\_ Most recent job title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

2. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Work Performed \_\_\_\_\_

Starting job title: \_\_\_\_\_ Most recent job title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

3. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Work Performed \_\_\_\_\_

Starting job title: \_\_\_\_\_ Most recent job title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

Please use reverse or attach additional sheet to explain any employment gaps of six months or more within that have occurred within the last ten years.

#### IV. BACKGROUND INFORMATION

1. Have you ever filed an application with TA before? Yes \_\_\_ Date \_\_\_\_\_ No \_\_\_

2. Have you ever been employed with TA before? Yes \_\_\_ Date \_\_\_\_\_ No \_\_\_

3. If yes, former name (if applicable) \_\_\_\_\_

4. Do any of your friends or relatives work at TA? Yes \_\_\_ Date \_\_\_\_\_ No \_\_\_

If yes, state name and relationship \_\_\_\_\_

5. Are you currently employed? Yes \_\_\_ No \_\_\_

6. 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.)

7. 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 of Maine. Do you have a CHRC certificate?

Yes \_\_\_ Expiration date: \_\_\_\_\_ (Please attach a copy of the certificate.) No \_\_\_ \*

\* If No, do you have an appointment for fingerprinting (required for CHRC certification)?

Yes \_\_\_ Date \_\_\_\_\_ No \_\_\_

8. Have you ever been disciplined, discharged, or asked to resign from a prior position?

Yes \_\_\_\_\_ No \_\_\_\_\_

9. 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 \_\_\_\_\_

10. 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 \_\_\_\_\_

11. Have you ever been charged with or investigated for sexual abuse or harassment of another person ?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. Have you ever been convicted of a crime (other than a minor traffic offense)?

Yes \_\_\_\_\_ No \_\_\_\_\_

13. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime other than a minor traffic offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

14. 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 \_\_\_\_\_

15. 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 \_\_\_\_\_

If you have answered **YES** to any of questions 8-15, please provide full details including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach as many additional sheets as necessary.

**NOTE:** Conviction of a crime or other disposition of a crime is not an automatic bar to employment.

#### **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 considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status. The Board of Trustees has adopted a nondiscrimination policy.***

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:** \_\_\_\_\_