



Employment Application: Facilities Worker

Applying for: Full-time position Part-time position Either full or part-time

I. APPLICANT: _____
First Middle Last name

Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Alternate: _____

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

- Current and comprehensive resume that lists all training/education and employment
 - 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.

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

II. EDUCATION / CERTIFICATIONS: Copies of transcript(s) and certificate(s) required

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

College or Vocational School _____ *Name of school, location* (Please attach transcript)

_____ *Course of study* _____ *# of years* _____ *Grad year or dates of attendance*

Other special training or certificates _____

III. SKILLS

Driver's license: _____ Current/valid? Yes No
What tools typically required for a maintenance positions are you familiar with? _____

What other special skills, training or licenses do you have that may be relevant to this position? _____

IV. WORK EXPERIENCE: Starting with most recent or current, list all previous employment including job-related military service assignments since leaving high school. 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.

_____ **Please check here if you have attached additional pages to complete your work history.**

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 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:_____