



**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 law requires all individuals working in Maine schools to submit to fingerprinting and a criminal background check. A Criminal History Records Check (CHRC) certificate of eligibility is needed for employment in any Maine school. **Do you have a CHRC certificate?**

Yes \_\_\_\_\_ Expiration date: \_\_\_\_\_ (Please attach documentation.)

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 does not discriminate on the basis of race, age, color, ancestry or national origin, religion, gender or gender identification, sexual orientation, physical or mental disability, or veteran status in admission to, access to, treatment in or employment in its programs and activities.**

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 submitted.*

**Applicant signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_