

# PORTLAND PUBLIC SCHOOLS

## LUNCH AIDE PERSONNEL EMPLOYMENT APPLICATION

*Please complete this application in full. Submit with two letters of reference, and a copy of any required license.*

### PERSONAL INFORMATION (please type or print using ink)

Name \_\_\_\_\_ Social Security #: (OPTIONAL, NOT REQUIRED) \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Daytime Telephone Number ( ) \_\_\_\_\_ e-mail \_\_\_\_\_

### POSITION INFORMATION

Application for:

Lunch Aide School: \_\_\_\_\_

When would you be available for work? \_\_\_\_\_

### EDUCATIONAL INFORMATION

TO BE COMPLETED BY ALL CANDIDATES					
CIRCLE LAST YR COMPLETED	NAME AND LOCATION	SEM HOURS COMPLETED	MAJOR	MINOR	DEGREE YES/NO
High School 1 2 3 4					
College/Univ. 1 2 3 4					
Other 1 2 3 4					
If you expect to receive a degree in the next three months, list the degree in the space provided above and circle. If you have attended more than one college for the same degree, list the LAST school and show year completed.					

**NOTICE:** Your application will remain active for 12 months from date of receipt. All materials become the property of Portland Public Schools. None will be returned.

**TRAINING and SKILLS**

**TO BE COMPLETED BY ALL CANDIDATES**

Other schools or training (trade, vocational, armed services or business). Give name, location of each school, subjects studied, certificates, and any other data related to the job for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

Special Licenses (include name of license, State where issued, expiration date)

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT REFERENCES**

*List your 2 most recent supervisors and one other person who can speak for your professional skills.*

FULL NAME	PRESENT ADDRESS	OFFICIAL POSITION	PRESENT BUSINESS TEL.

**EMPLOYMENT HISTORY**

*Please give accurate information, starting with present or most recent employer.*

Company Name \_\_\_\_\_ Full-time \_\_\_\_\_  
 \_\_\_\_\_ Part-time \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

State Job Title and Describe Your Work \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone  
 ( ) \_\_\_\_\_

Employed (Month/Year)  
 From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company Name \_\_\_\_\_ Full-time \_\_\_\_\_  
 \_\_\_\_\_ Part-time \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

State Job Title and Describe Your Work \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone  
 ( ) \_\_\_\_\_

Employed (Month/Year)  
 From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BACKGROUND INFORMATION**

Have you ever been disciplined, discharged, or asked to resign from a prior position for any reason?  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 nonrenewed?  Yes  No

Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment 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 a separate sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

**Employment cannot be finalized until you have completed requirements for complete background checks and fingerprinting as required by Maine State Statute.**

**APPLICATIONS SHOULD BE DELIVERED TO THE SCHOOL IN WHICH YOU ARE INTERESTED IN WORKING FOR.**

**IT IS THE POLICY OF PORTLAND PUBLIC SCHOOLS TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL CANDIDATES FOR EMPLOYMENT REGARDLESS OF AGE, RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY OR SEXUAL ORIENTATION.**

*Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.*

*My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record, references, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Portland Public Schools contacts in connection with my employment application to fully provide the Portland Public Schools 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 the Portland Public Schools, its agents and officials or against any provider of such information.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

# PORTLAND PUBLIC SCHOOLS

## VOLUNTARY AFFIRMATIVE ACTION SURVEY

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The information we ask you to provide below will not affect your employment or be available to, or used in, any selection process. It will be used by the Human Resources Department to compile statistics to support our Affirmative Action objectives. This information will be kept confidential.

Position applying for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### Racial/Ethnic Data: (Please check one of the following groups)

- White**  
A person having origins in any of the peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.
- Black**  
A person having origins in any of the black racial groups of Africa who is not of Hispanic origin.
- Hispanic**  
A person of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines, and Somoa.
- American Indian or Alaskan Native**  
A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

### Handicapped Status

#### Definitions for disabling or handicapped conditions, Any person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities; or,
2. Has a record of such impairment; or,
3. Is regarded as having such an impairment.

Do any of the conditions as defined above apply to you?  Yes  No

Sex:  Female  Male Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

#### How did you learn about the position at Portland Public Schools? Please check the appropriate response(s):

- Newspaper or Journal Ad
- Position Announcement Posting
- Referral from Present School Department Employee
- Referral from Maine Job Service
- Referral from Community Group or Organization: Name \_\_\_\_\_
- Other: Explain \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_