

PORTLAND PUBLIC SCHOOLS

COACHING POSITIONS

EMPLOYMENT APPLICATION

Position Applied For: _____ Location: _____

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 _____

- A. I have one of the following with an expiration date of _____. (Attach copy)
- Maine Teacher Certification
 Maine CHRC Approval Exp Date
 Maine Ed Tech Authorization
- B. I was fingerprinted by the Maine State Police on _____ but have not received my approval.

EDUCATIONAL INFORMATION

TO BE COMPLETED BY ALL CANDIDATES		
CIRCLE LAST YR COMPLETED	NAME AND LOCATION	DEGREE YES/NO
High School 1 2 3 4		
College/Univ. 1 2 3 4		
Other 1 2 3 4		

TRAINING

Applicants for athletic coaching positions only: Check the following areas in which you have had formal training (i.e. course work or workshop):

- | | |
|---|---|
| <input type="checkbox"/> Coaching Techniques/Methods
<input type="checkbox"/> Coaching Psychology/Motivation
<input type="checkbox"/> Care & Prevention of Athletic Injury
<input type="checkbox"/> Organization & Administration of Athletics
<input type="checkbox"/> Other (please list) _____ | <input type="checkbox"/> Athletic Conditioning
<input type="checkbox"/> First Aid & Emergency Care |
|---|---|

List prior coaching experience(s): _____

List playing or participation in this sport: _____

EMPLOYMENT REFERENCES *List 3 people who know of your coaching skills.*

FULL NAME	PRESENT ADDRESS	OFFICIAL POSITION	DAYTIME PHONE #

If you are not employed by the Portland Public Schools, please provide the name of your employer, your immediate supervisor's name/telephone number and your work hour/responsibilities:

EMPLOYER	TELEPHONE	YOUR POSITION	WORK HOURS

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 non-renewed? 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 the back page of this application, including, with respect to court actions, the date, the 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.

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

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: _____