



PORTLAND PUBLIC SCHOOLS
prepared & empowered

353 Cumberland Ave, Portland ME 04101
Telephone: 207.874-8100 Fax: 207-756-8494
www.portlandschools.org

APPLICATION FOR: CUSTODIAL, MAINTENANCE, TRANSPORTATION AND FOOD SERVICE POSITIONS ONLY

Date: _____

Name: _____
Last First Middle

Email: _____

Permanent Address: _____ Phone: _____

Position applying for:
(Bus Driver, Custodian, Cafeteria Worker, etc.)
(Position Location)
From what source did you learn of the position: (Please check one)
<input type="checkbox"/> www.portlandschools.org
<input type="checkbox"/> www.schoolspring.com
<input type="checkbox"/> Other: _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Years Attended	Graduated/Degree

SPECIAL SKILLS:

Do you hold a valid driver's license? State: _____ Endorsement: _____

What other special skills that may be relevant to this position?

LICENSE/AUTHORIZATIONS: List license/authorizations you hold and provide copies.

Type	State	Date Issued	Date of Expiration
Fingerprinting (CHRC)	ME		

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible? _____

EXPERIENCE: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the last ten years.

From (month/yr)	To (month/yr)	Position	Duties	Employer

BACKGROUND:

- 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 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 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 one of the previous questions, provide full details on an additional 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.

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three current letters of references from persons who are not related to you (may be from references listed below).

Name	Company/Position	Address	Telephone

APPLICATION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided. Please check off the components you have provided.

- Application form fully completed
- Copy of Maine license/authorization(s), including fingerprinting (CHRC) approval
- Gaps in employment during the past ten years explained
- YES to any of the questions in the Background section explained
- Application signed

MAIL OR DELIVER THIS APPLICATION AND RELATED MATERIALS TO:

Portland Public Schools
Department of Human Resources
353 Cumberland Ave
Portland, ME 04101

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.

Signature

Date

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 Samoa.
- 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: _____