

EMPLOYMENT APPLICATION

Pequawket Kids Association 21st Century Grant

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Fryeburg, Maine 04037
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PKA DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

DATE: _____

Position(s) applying for: _____

NAME: _____

When will you be available? _____

Permanent Address: _____ Phone: _____

_____ E-mail: _____

Temporary Address: _____ Phone: _____

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

<u>School Attended</u>	<u>Location</u>	<u>No. Yrs. Completed</u>	<u>Graduated/Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EXPERIENCE: Please list all previous employment, listing your current / most recent position first.

Use the back of the page if necessary.

<u>From</u>	<u>To</u>	<u>Position</u>	<u>Duties</u>	<u>Employer</u>
(month/year)				
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____

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? ___ Yes ___ No

Have you ever been charged with or investigated for sexual abuse or harassment. ___ Yes ___ No

Have you ever been convicted of a crime (other than a minor traffic offense)? ___ Yes ___ No

-Continued-

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/certificate suspended/revoked in any state, or voluntarily surrendered, temporarily or permanently, a professional license/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 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.

NAME	POSITION	ADDRESS	PHONE

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that PKA contacts in connection with my employment application to fully provide PKA any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, contractual relations that I might otherwise have against PKA, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee. I give my consent to this disclosure.

Signature

Date

APPLICATION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed and signed
- YES to any of the questions to Background section explained

NOTE : ALL APPLICATION MATERIALS BECOME THE PROPERTY OF PKA. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

NOTE : EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.