



www.merrymeeting.org

MERRYMEETING ADULT EDUCATION
35 Republic Ave.
Topsham, ME 04086

EMPLOYMENT APPLICATION

Position(s) Applying For: Date:

Full Name: Email:

Address: Phone:

City: State: Zip:

Please list any Teaching Certification you currently hold. (Adult Education Diploma Instructors are required to be certified with the State of Maine.)

Certification Type: Expiration Date:

EDUCATION: High School Diploma YES NO

Table with 5 columns: School, City, State, Major/Minor, # Credits or Degree, Years Attended

WORK EXPERIENCE: List all positions held within the last 5 years.

Table with 5 columns: Organization, City, State, Position, Dates, # Years

REFERENCES: Please list three references; Name, Address and Phone Number (Friends and Family members are not acceptable references).

Table with 3 columns: NAME, ADDRESS, PHONE NUMBER

Please explain why you are interested in Adult Education:

Three horizontal lines for handwritten explanation.

1. Have you ever failed to receive reappointment or tenure election for which you were eligible? NO\_\_\_ YES\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Have you ever been disciplined, discharged, or asked to resign from a prior position? NO\_\_\_ YES\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
3. Have you ever been charged with or investigated for sexual abuse of another person? NO\_\_\_ YES\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
4. Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? NO\_\_\_ YES\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense? NO\_\_\_ YES\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Note:** Conviction of a crime is not an automatic bar to employment by the school unit.

6. I understand 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/discharge.
7. My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, to include employer's listed above, and release of investigatory information possessed by any state, local or federal agencies. I further authorize those persons, agencies or entities that M.S.A.D. No. 75 contact in connection with my employment application to fully provide M.S.A.D. No. 75 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 M.S.A.D. No. 75, its agents and officials or against any provider of such information.

I certify that the information given in this application is correct and true to the best of my knowledge.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date)

**NON-DISCRIMINATION POLICY STATEMENT**

Maine School Administrative District No. 75 intends that all of its educational programs and employment practices and policies will not discriminate on the basis of sex, race, religion, age, disability, or national origin as defined by Title IX of the Education Amendments of 1972, the Maine Human Rights Act, the Americans With Disabilities Act, Maine Public law 153, and other relevant legislation. Inquiries concerning Title IX may be made to the Director, Office of Civil Rights, HHS, Washington, D.C., or to the Affirmative Action Officer, M.S.A.D. No. 75, 50 Republic Ave., Topsham, ME 04086

**You may provide additional information you believe is pertinent to this application on a separate sheet of paper.**