

**RSU 16**  
**3 Aggregate Road**  
**Poland, ME 04274**  
**Support Staff**

2/15/2023lh

<b>Personal Information</b>			
Date	First Name	Last Name	Middle
Social Security Number	Mailing Address		
Email Address	Telephone 1	Telephone 2	
Current Position	Title		
Fingerprinting Status Current? <b>Y N</b>	If <b>NO</b> , please see enclosed instructions, as it is a requirement to be fingerprinted in order to be employed by RSU 16.		
Do you hold a valid driver's license? <b>Y N</b> State held _____ Endorsement _____	If no, please explain.		
Date available for employment?			
<b>Position Desired</b>			
Educational Technician II _____ Educational Technician III _____ <b>Level</b> PreK-Kindergarten _____ Elementary _____ Middle _____ High School _____	Administrative Assistant _____ Secretary _____ Food Service Manager _____ Food Service Specialist _____ Food Service Assistant _____ Licensed Practical Nurse _____	Bus Driver _____ Bus Monitor _____ Van Driver _____ Mechanic _____ Custodian/Maintenance _____  Mechanic Falls _____ Minot _____ Poland _____  Any Town Above _____	
Briefly describe your strengths/experiences for position desired.			
<b>Educational Background (Include transcripts)</b>			
School and State Attended	Dates Attended	Graduated/Degree	
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<b>Previous Employment History (Include three (3) current/signed letters of reference)</b>			
Employer Name, Address, Contact #	Immediate Supervisor	Dates Employed	Reason For Leaving
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**References (List three (3) names of no relation)**

Name and Address	Title	Email Address	Telephone
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**Background**

	Yes	No
• Have you ever been disciplined, discharged, or asked to resign from a prior position?		
• Have you ever resigned from a prior position after a complaint has been received against you or conduct was under investigation or review?		
• Has your contract in a prior position ever been non-renewed?		
• Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
• Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
• Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime other than a minor traffic offense?		
• Have you ever been convicted of a crime, other than a minor traffic offense?		
• Have you ever had a professional license or certificate suspended/revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?		
• Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required you to 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?		

*If you answered YES in this section, provide full details as an attachment. Include 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.*

**Signature**

NOTICE: All application materials become the property of RSU 16. None will be returned. Providing any false or misleading information on this application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant - or if the applicant has been employed, to immediately dismiss the application/employee.

RSU 16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

My signature below constitutes authorization to check my employment history and references, including without limitation, criminal arrest and conviction record checks and release of investigatory information possessed by any state, local, or federal agency. I further authorize those persons-agencies-entities, to fully provide RSU 16 information on the matters set forth above. I expressly waive in connection with any request or provision of such information, claims, including without limitation, defamation, emotional stress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU 16, its agents or officials, or against any provider of such information. I understand that information submitted with this application may be disclosed to a screening and/or interview committee. The committee may include school board members, administrators, school staff, and members of the community. I give my consent to this disclosure.

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

2/15/2023lh

STATE OF MAINE  
DEPARTMENT OF EDUCATION  
CERTIFICATION OFFICE  
23 State House Station  
Augusta, ME 04333-0023  
207-624-6603  
[cert.doe@maine.gov](mailto:cert.doe@maine.gov)

### Criminal History Record Checks on Educational Personnel

All employees of school systems and persons employed by others on behalf of school systems who are not certified or authorized will be required to obtain a Criminal History Record Check (CHRC) **approval** from the Department of Education based on fingerprints. Approval is not intended to reflect the individual's qualifications or ability to perform the job assigned. Once the Certification Office receives the criminal history record information and clears the application, your prints will be valid for 5 years.

You must have your fingerprints taken at a Maine approved fingerprint site. Fingerprints taken for other purposes and at other places (such as your local police station) will not be accepted.

To receive an approval, all of the below steps need to be completed: This is a **three-step** process:.....

1. Register online at **<http://www.identogo.com>**. If you do not register, you will not be able to have your fingerprints taken. There is a one-time **\$55.00** fee for this process.
2. Take your confirmation number (received after registration) and a picture ID (a driver's license or Maine State ID is preferred) to the fingerprint site you chose when registering.
3. **After you have been fingerprinted, mail (OR email if using a card) the attached approval/renewal application** to the Department of Education along with a **\$15.00 non-refundable** fee. Make a check payable to: **Treasurer State of Maine** or you may use a credit card.
  - **The total cost will be \$70.00 (\$55 to be fingerprinted; \$15 to the state to process the prints).**
  - **If you have been fingerprinted and they have expired and you complete the attached application and send it to the State within 6 months of your current expiration, the cost is \$15.00.**
  - **If your expiration exceeds the 6 months of your current expiration, you will need to be re-fingerprinted at a total cost of \$70.00 (\$55 to be printed; \$15 to the state).**

**If # 3 above is not completed, your fingerprinting will NOT be processed, delaying employment here at RSU 16.**

**Note from the State:** From the fingerprint cards, state and federal criminal history record checks will be conducted. The results of the state and federal criminal history record checks will be forwarded to the Maine Department of Education to be used for the issuance or denial of approvals. This information is confidential and cannot be shared with a school system, professional organization such as the Maine Education Association or anyone else. There will be procedures in place by which an individual may access the information received by the Department of Education, but no one else may have access to this information. The Maine State Bureau of Identification will retain the fingerprints in an electronic civil file to be used for renewal purposes.

**YOU MUST COMPLETE STEPS 1, 2 & 3 above in order to get your fingerprint status current.**

Once you have.....

- ✓ had the prints physically done
- ✓ filled out and mailed to the state the **attached** Application for Initial Educational Approval/Renewal of the fingerprint instruction (address is on there in a small box) along with a \$15.00 check or your credit card information.

**then after a couple of weeks, go to.....**

**<https://www.maine.gov/doe/cert>**

- Click on fingerprinting
- Click on fingerprinting status at the far right
- Click on the box that reads I do not have an MEIS account
- then fill in as listed below
- Enter Last Name:  \*Enter Last 4 Digits of SSN:  \*Enter Birthdate:
- Once your prints have been processed, it will show an expiration date .....you can then bring in your completed application packet and ask someone here to print out your fingerprint card.
- You want to keep checking this site until you receive the above information. You can contact the certification department via phone or email to check on your status, if you still have not heard back after a month.

**MAINE DEPARTMENT OF EDUCATION  
APPLICATION FOR INITIAL EDUCATIONAL APPROVAL**

1. NAME (First, MI, Last, and optional suffix such as Jr., III)		2. Social Security Number	3. Other name(s) under which Your records are filed	DATE
4. Mailing Address		5. EMAIL Address	6. City or Town	7. State
8. Zip Code	9. Home Phone	10. Sex ___ Male ___ Female	11. Date of Birth / / mo. day yr.	<b>RETURN TO: Maine Department of Education</b> <b>23 State House Station, Certification Office</b> <b>Augusta Maine 04333-0023 cert.doc@maine.gov 207-624-6603</b>

**THE FOLLOWING QUESTIONS MUST BE ANSWERED AND THE BOX CHECKED:**

- Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it? YES\_\_\_ NO\_\_\_
- Have you ever received a reprimand or other disciplinary action involving any professional certification or license? YES\_\_\_ NO\_\_\_
- Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's) YES\_\_\_ NO\_\_\_
- Have you ever been substantiated by any state's health and human services department for child abuse, either sexual or physical? YES\_\_\_ NO\_\_\_
- Are you required to register as a sex offender in any state? YES\_\_\_ NO\_\_\_
- Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country? YES\_\_\_ NO\_\_\_
- Have you ever been investigated by an employer for inappropriate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward? YES\_\_\_ NO\_\_\_

If the answer is YES to any of the above, please attach a detailed explanation.

I understand that this application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educational credential. I understand that I must notify the Commissioner of the Maine Department of Education in writing within 30 days if in the future the answers to any of these questions change.

Have you had your fingerprints taken as required by the Criminal History Record Check? \_\_\_ YES \_\_\_ NO

If yes, where \_\_\_\_\_ Date Est.: \_\_\_\_\_

**I authorize the Dept. of Education to charge the \$15.00 applicable fee for this application:**

M/C \_\_\_ VISA \_\_\_ EXPIRATION DATE \_\_\_\_\_ CREDIT CARD # \_\_\_\_\_

**OR ATTACH A \$15.00 CHECK MADE PAYABLE TO: Treasurer State of Maine**

I hereby declare or affirm under penalty in the law for unsworn falsification that this application, and any supporting documentation provided in support of this application, contains no willful misrepresentations or falsifications and that the information given by me is true, accurate, and complete to the best of my knowledge and belief, and so far as based on information and belief, I believe the information to be true. I understand that my answers may be verified and that I may be declared ineligible for certification and subject to civil or criminal penalties if there are any misrepresentations.

**IMPORTANT - NECESSARY INFORMATION BELOW:**

Fingerprinting is a 2 Step process. In order for you to have your fingerprints processed so that you can be a substitute OR an employee of RSU 16, you must do BOTH of the following:

**STEP 1)** Make an appointment and have your fingerprint done.

**STEP 2)** Complete and **MAIL** this form to the address above along with a \$15.00 check, **OR** use your credit card and email this form to the above address.

**If STEP 2 is not completed, the state cannot process your fingerprinting and RSU 16 cannot process your application.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_