



**GOOD WILL - HINCKLEY DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.**

Position(s) Applied For _____		Date of Application _____	
Name _____			
Last	First	Middle	
Address _____			
Street	City	State	Zip
Telephone (____) _____		Email _____	

**Education:** Copy of transcript, including grades, from all college(s)/university(s) attended must be provided.

Name and Location	Years Completed	Did you Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

**Please put the number of credit hours beyond your last Degree:** \_\_\_\_\_

**Certification/Licensure:** List certification(s)/license(s) you hold and provide copies.

Type	State	Date Issued	Date of Expiration

**If you do not hold a Maine certificate/license, for what type of Maine certificate/license are you applying and eligible?** \_\_\_\_\_

**NOTE:** Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine 04333, (207) 624-6603 or 624-6854.

**Employment History/Experience:** For the last ten years (use separate paper if necessary). Please account for any gaps in employment on a separate piece of paper and attach to this application. A resume **must** be provided.

From (month/year)	To (month/year)	Position	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

Has your contract in a prior position ever been non-renewed? 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 “nocontest” (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 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:** Please list below and provide three letters of reference (*two of whom are most recent supervisors*) from persons who are not related to you who can comment on your ability. This application will not be considered complete until references are received.

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 contacted in connection with my employment application to fully provide Good Will - Hinckley 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 Good Will - Hinckley, 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, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

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

*By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature.*

How did you hear about this position? \_\_\_\_\_

*Please submit application along with all applicable documents to: [hr@gwh.org](mailto:hr@gwh.org)*

**APPLICATION FOR TEACHING POSITION CHECK LIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed
- Copies of Transcript(s)
- Copy of Maine Certification(s)
- Resume
- Gaps in employment during the past ten years explained
- YES to any of the questions in the Background section explained
- Three letters of reference
- Application signed

**NOTE:** All application materials become the property of Good Will - Hinckley. None will be returned. Applications will be retained for a period of 12 months from date of receipt. Providing any false or misleading information on this application or in the 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 applicant/employee.

***Good Will - Hinckley is an Equal Opportunity Employer***