



146 State House Station
 Augusta, Maine 04333
 Phone: (207) 624-6660
 Fax: (207) 624-6623

APPLICATION FOR EMPLOYMENT

Programs, services and employment are available equally to everyone.

Please inform the Human Resources Department if you require reasonable accommodations for the application or interview.

Persons applying for Administrative Support positions:
 Please complete ALL sections, except #4 and #6.

Persons applying for the following positions:
 Case Manager, Therapist, Teacher, Educational Technician
 Please complete ALL sections.

- CDS site applying to:**
- | | | | | |
|--|--------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Aroostook | <input type="checkbox"/> Reach | <input type="checkbox"/> First Step | <input type="checkbox"/> Two Rivers | <input type="checkbox"/> Midcoast |
| <input type="checkbox"/> Opportunities | <input type="checkbox"/> PEDS | <input type="checkbox"/> Downeast | <input type="checkbox"/> York | <input type="checkbox"/> State IEU |

SECTION 1. Criminal History Records Check (CHRC)

All employees of Child Development Services are required to obtain CHRC approval from the Maine Department of Education (DOE) based on fingerprints. The DOE requires a fee that is due with the initial application and an additional fee upon requesting for fingerprinting at an approved location. All fees associated with the CHRC are at the applicant's expense.

SECTION 2.

Position Applying for:	
How did you learn of CDS and this position?	
Full Name:	Social Security #:
Previous Name(s):	
Mailing Address:	Telephone Number(s):
Email Address:	
When will you be available?	Desired Salary:
Are any of your immediate family members (including in-laws) currently employed by Child Development Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain:	
Are you eligible to be lawfully employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 3. Education

Persons applying for Case Manager, Therapist, Teacher or Educational Technician positions, must provide a copy of transcripts, including grades, from all colleges / universities attended.

School Attended	Address	Number of Years Attended	Degree Awarded

SECTION 4. Certification

List certification(s) you hold and provide copies of certification.

Type	State	Date Issued	Date of Expiration

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

SECTION 5. Special Skills

What computer programs and office machines are you familiar with?

What other special skills and training do you have or licenses do you hold that may be relevant to this position?

SECTION 6. Transportation

This position requires traveling to a variety of locations to deliver services. Do you have reliable transportation? Yes No

SECTION 7. Experience

List all previous employment starting with the most recent job held. Please account for any gaps in employment during the past ten years. Use an additional page if necessary.

Persons applying for Case Manager, Therapist, Teacher or Educational Technician positions, must provide a resume. In addition to educational background and work experience, include extra-curricular activities in which you have been involved.

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

SECTION 8. References

List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Persons applying for Case Manager, Therapist, Teacher or Educational Technician positions, must provide three letters of reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Telephone

SECTION 9. Background

If you answer "Yes" to any of the following questions, provide full details below, including, with respect to court actions, the date, offense in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

1. Have you ever been disciplined, discharged, or asked to resign from a prior position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has your contract in a prior position ever been non-renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been charged with or investigated for sexual abuse or harassment of another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever been convicted of a crime (other than a minor traffic offense)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to any of the questions above, explain. (Include question number and additional sheet, if necessary.)

SECTION 10. Signature

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 Child Development Services contacts in connection with my employment application to fully provide Child Development Services 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 Child Development Services, 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.

Applicant Signature:

Date:

SECTION 11. Checklist

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

For All Applicants:	Additionally, for Case Manager, Therapist, Teacher, Educational Technician Applicants:
<input type="checkbox"/> Application form, fully completed	<input type="checkbox"/> Copy of Transcript(s)
<input type="checkbox"/> Gaps in employment during the past ten years	<input type="checkbox"/> Copy of Maine Certification
<input type="checkbox"/> "Yes" to any of the questions in the Background section	<input type="checkbox"/> Resume
<input type="checkbox"/> Criminal History Records Check Approval Card	<input type="checkbox"/> Three Letters of Reference
<input type="checkbox"/> Application signed	

NOTE: All application materials become the property of Child Development Services. Providing any false or misleading information on this application or in the employment screening process shall be fully sufficient to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant / employee. Employment cannot be finalized until the application has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.