



Employment Application

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

The Courageous Steps Project, Inc. is an equal opportunity employer.

The Courageous Steps Project cares about serving others in our communities. We take pride in offering a safe, productive and positive experience for those we serve.

We hope you share in this passion, and feel that you would complement our quest to make a difference.

Name: _____ Date of Application: ____ / ____ / ____

Mailing Address: _____

Primary Phone: _____ Cell: _____

Email: _____

Social Security Number: _____ - _____ - _____ Driver's License Number: _____

Position(s) Applying for: _____

Program That Position Is Under: _____

Full-Time _____ Part-Time _____ Substitute _____ **Write Position Name & Job Description Above!**

On what days would you be available to work with us? _____

Generally speaking, what times are you available? _____

Do you currently attend school/college? Yes _____ No _____ What Year? _____

If you answered yes, please fill out the following information below:

School/College Attending: _____ Course of Study: _____



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Degrees/Certifications held: _____

Are you employed now? Yes ___ No ___

If you answered yes, please fill out the following information below:

Name of Business/Organization: _____

Current Position: _____ Years Worked: _____

May we contact your current and past employers? Yes ___ No ___

Have you filed an application with us before? Yes ___ No ___ If Yes, when? _____

EXPERIENCE: Please list all previous employment starting with the most recent job held. Please account for any gaps in employment during the past ten years. Use separate sheet if necessary.

From	To	Position	Duties	Employer
(month/year)				
___ to ___	_____	_____	_____	_____
___ to ___	_____	_____	_____	_____
___ to ___	_____	_____	_____	_____
___ to ___	_____	_____	_____	_____
___ to ___	_____	_____	_____	_____



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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 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 "no contest" 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: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position	Address	Phone
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Disclaimer

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 The Courageous Steps Project contacts in connection with my employment application to fully provide The Courageous Steps Project 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 The Courageous Steps Project, 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.

Date

Signature

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

- _____ Application form fully completed
- _____ Gaps in employment during past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Application Signed

***NOTE:** All application materials become the property of The Courageous Steps Project. None will be returned. 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.*

***NOTE:** Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.*