

GEORGE STEVENS ACADEMY  
23 UNION STREET  
BLUE HILL, ME 04614

**APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone# \_\_\_\_\_  
First Middle Last

Present Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_

Professional References

Full names and contact information for the individuals who wrote reference letters on your behalf

Name	Email	Telephone #	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

*George Stevens Academy is an Equal Opportunity Employer, committed to creating an inclusive environment for all employees and community members. All qualified applicants will be considered without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity/expression, disability, marital status, age, or veteran status. George Stevens Academy will make accommodations to qualified individuals with disabilities unless it causes undue hardship.*

If you are offered employment, can you submit verification of your legal right to work in the United States?  
 Yes  No

Have you ever been convicted of a crime, other than minor traffic violations, for which a pardon was not granted?  Yes  No

If yes, please explain:

---

Have you ever been convicted or had to leave a job (including resignation) due to inappropriate relations with children?  Yes  No

If yes, please explain:

---

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

I understand and agree, my employment is at will which means that I may leave my employment at any time and that my employer may terminate my employment at any time, with or without cause and without any prior notice, and that no one has any authority to alter my employment at will status except by written agreement (contract) signed by the Head of School.

---

Applicant's Signature

---

Date

\* \* \*

**When applying for a position that requires a resume be submitted alongside this application, be sure to include the following information on your resume:**

- Full Name
- Telephone number
- Email Address
- Residential Address
- Educational History
  - All Colleges or Universities Attended
  - Years Attended
  - Degrees Conferred
- Employment History
  - For each employer over the past 10 years, include the following information:
    - Name and Location (City, State)
    - Dates employed
    - Position held, including key responsibilities
- Special Skills & Qualifications

**Consumer Report / Investigative Consumer Report  
Disclosure and Authorization**

I understand that, in connection with my application for employment or at any time during my employment, **George Stevens Academy** may conduct a background investigation on me for employment purposes.

I understand George Stevens Academy may utilize PT Research, Inc., a consumer-reporting agency, to prepare a consumer report or investigative consumer report, as defined under the Fair Credit Reporting Act (15 U.S.C. § 1681, *et seq.*), in connection with the background investigation. A “consumer report” means any written, oral, or other communication of any information by a consumer reporting agency bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing my eligibility for employment purposes. An “investigative consumer report” means a consumer report or portion thereof in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates or with others with whom I am acquainted or who may have knowledge concerning any such items of information. Information for a consumer or report and/or investigative consumer report may be retrieved from several sources, including but not limited to public records, educational institutions, financial institutions, law enforcement and other government agencies, credit bureaus, and personal interviews with my current and former employers, friends, neighbors and associates. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving history, and criminal history records consistent with federal and state law. I understand that this information may be transmitted electronically and I authorize such transmission.

I further acknowledge that I have received a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act” which is attached to this Authorization. In the event an investigative consumer report is prepared, I understand that I may submit a written request for additional disclosures regarding the nature and scope of the investigation requested as well as a summary of my rights under the FCRA.

If information from a consumer report or an investigative consumer report is used in whole or in part in making an *adverse decision* concerning my employment or application for employment, before making the adverse decision George Stevens Academy will provide me with a copy of the consumer report or investigative consumer report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand that if I disagree with the accuracy of any information contained in the report, I must notify George Stevens Academy within 10 days of my receipt of the report.

**AUTHORIZATION**

I hereby authorize George Stevens Academy to obtain a consumer report and/or an investigative report about me. If I am hired by George Stevens Academy, this authorization shall remain on file and shall serve as an ongoing authorization for George Stevens Academy to procure consumer reports and/or investigative consumer reports at any time during my employment. I agree that a photocopy of this authorization may be accepted with the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Background Investigation & Release of Information Authorization**

I, \_\_\_\_\_, hereby authorize, without reservation, PT Research and any party or agency contacted by PT Research, to furnish the above information. I further release and forever discharge George Stevens Academy, PT Research, and any person/entity from which they obtained information from any liability resulting from providing such information.

I understand that this information will be transmitted electronically and authorize such transmission. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and that if employed by George Stevens Academy this authorization will remain in effect throughout my employment.

Signature

Social Security Number

Date

*The following information is provided voluntarily to identify you in the background screening process, and is not part of your employment application. Please print clearly.*

Last Name

First Name

Middle Name

Street Address

City

State

ZIP

Driver's License Number

State of License

Expires On

Date of Birth

List any other CITIES AND STATES in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years.

List any other LAST NAMES under which you received your GED, high school diploma, or other degrees.

**Are you applying for employment in CALIFORNIA\*, MINNESOTA, or OKLAHOMA?  
If so, would you like to request a copy of any report prepared on you?**

Yes  No  
 Yes  No

**\*CALIFORNIA APPLICANTS:** Under California law, the reports ordered about you for employment purposes within the State of California are defined as "Investigative Consumer Reports." These reports may contain information on your character, general reputation, personal characteristics, and/or mode of living. Under California Civil Code §1786.22, you may view the report(s) maintained at the CRA during normal business hours. You may also obtain a copy by submitting proper identification and paying the cost of duplication by appearing at the CRA in person, by mail, or by telephone. The CRA is required to have personnel available to explain the report(s) and to explain any coded information. If you appear in person, you may be accompanied by a person of your choice, if s/he furnishes proper identification

**NEW YORK and MAINE APPLICANTS:** You have the right, upon written request, to be notified whether a consumer report was requested about you by the above-named company.

**NEW YORK APPLICANTS:** Should a consumer report received by an employer contain criminal conviction information, the employer must provide to the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

\_\_\_\_\_ Please initial here to acknowledge receipt of Article 23-A of the New York Correction Law.