

Regional School Unit 64

118-A Main Street
Corinth, Maine 04427

APPLICATION FOR ADMINISTRATIVE POSITION

=====

RSU 64 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

=====

Date _____

Position Applying for: _____

Name _____

When will you be available? _____

Permanent Address _____

Phone: _____

Temporary Address _____

Phone: _____

Work Phone _____ I may be contacted at home _____ at work _____

Are you presently under contract to a school system? _____ Yes _____ No

If yes: Name of System _____ State _____

Position _____ Contract expiration date _____

EDUCATION: Transcripts, including grades, from all colleges/universities attended must be provided. It is essential that this section be completed accurately.

College/ University	Degree Awarded	Date Received	Major	No. Years Attended	Grade Point Average

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved. Please list below positions held, employer and dates of employment for the past ten years. Please account for any gaps in employment on a separate page.

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

Numbers of years of teaching experience _____

Number of years of administrative experience _____

Other relevant work experience, special recognitions awarded, and achievements:

Membership in professional organizations:

CERTIFICATION: List certification(s) you hold and provide copy of certificates:

Class	Type	Level	Endorsement	Validation Date	Expiration Date

If you do not hold a Maine administrator's certificate, for what type of Maine certificate are you applying and eligible to receive? _____

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Certification Office, Augusta, Maine 04333

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 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, and 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.

How many days have you missed from work during the past two years? _____

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your professional ability and whom we may contact. In addition, please provide three letters of reference from persons who are not related to you (may be from references listed below).

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 that the RSU 64 contacts in connection with my employment application to fully provide the RSU 64 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 RSU 64, its agents or 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 _____

APPLICATION FOR ADMINISTRATOR POSITION CHECK LIST: The completed employment application can not be evaluated unless of the following materials have been provided:

- ____ Letter of application explaining why you would like to be considered for this position
- ____ Fully completed and signed application form (please provide all requested information even though it may be duplicated on your resume.)
- ____ Copies of transcript(s)
- ____ Copy of current and appropriate Maine certification(s)
- ____ Current Resume
- ____ Gaps in employment during the past ten years explained
- ____ YES to any of the questions in the Background section explained
- ____ Three current letters of reference and names of two most recent supervisors who may be contacted

NOTE: All application materials become the property of the RSU 64. 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.