Application for Specialist Position

Maranacook Area Schools
RSU No. 38
"A Caring School Community Dedicated to Excellence"
Manchester, Mt.Vernon, Readfield and Wayne, Maine
45 Millard Harrison Dr., Readfield, ME 04355
(207) 685-3336

THE MARANACOOK AREA SCHOOL DISTRICT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

We appreciate your interest in our school system. A clear understanding of your background and work history will aid us in selection and assessment activities. Do not hesitate to include additional information on a separate sheet wherever necessary.

Name: _____ Date: _____

Address: _____

Contact Number (s): _____

E-Mail Address: _____

Position(s) applying for: _____

EDUCATION: Transcripts of all college/university grades must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded	# of Years Attended	Grade Point Average

Are you currently a teacher member of the Maine State Retirement System? Yes__ No__
If yes, are you currently drawing retirement from MSRA? Yes____ No___

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

Type	State	Date Issued	Date of Expiration

If you do not hold a Maine Department of Education, for what type of Maine certificate 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, 23 State House Station Augusta, Maine 04333-0023. (207) 624-6600

WORK EXPERIENCE: Please list below all positions held, employer and dates of employment. All school units/educational institutions you have worked in must be listed. In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately. A résumé must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved.

Present Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

Reason for leaving position_____

(List former employers in order from most recent to least recent)

Previous Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

Reason for leaving position_____

Previous Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

_____

_____

Reason for leaving position_____

_____

Previous Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

_____

_____

Reason for leaving position_____

_____

Please explain any gaps in employment history:_____

_____

_____

On a separate page explain your reasons for applying for this position in the Maranacook Area School District.
List any conferences, workshops, curriculum development activities, or recent educational experiences you have been involved with that have been worthwhile to you as an educator.

Experience with Young People:_____

_____

_____

REFERENCES: List **three** references who are not related to you and can comment on your ability and whom we may contact. In addition, please provide three letters of reference from persons who are not related to you.

Name Position Address Phone

_____

_____

_____

Is any member of your immediate family an employee or school board member within RSU No. 38? Members of your immediate family shall include: parent, step-parent, child, step-child, spouse, sibling, aunt, uncle, nephew, niece, grandparent, grandchild, in-law, fiancéé, significant other, and any other relative who lives in the same household. Yes____ No___

If yes, what is the name of that individual(s)? _____

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___ N/A__

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___ N/A__

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" (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 connections with any crime (other than a minor traffic offense)? Yes___No___

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, and release of investigatory information possessed by any state, local or federal agency, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that RSU 38 contacts in connection with my employment application to fully provide RSU 38 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 RSU No. 38 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.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR SURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FILLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

_____

Signature/Date

Application for Specialist Checklist: 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)
_____ Copy of resume
_____ YES to any of the questions in the Background section explained
_____ Application signed

Note: All application materials become the property of RSU No. 38. None will be returned. Applications will be retained for a period of 18 months from the date of receipt. Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine statute.