

The Maranacook Area School District
RSU No. 38
“A Caring School Community Dedicated to Excellence”
Manchester, Mt.Vernon, Readfield and Wayne,
45 Millard Harrison Dr., Readfield, ME 04355
(207) 685-3336
Application for
Administrative Positions

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 _____

Phone _____

Temporary Address _____ When will you be available? _____

E-Mail Address: _____

EDUCATION: Transcripts, including grades, from all college(s) attended must be provided. It is essential that this section be completed accurately.

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u># of Years Attended</u>	<u>Grade Point Average</u>

Undergraduate grade point average _____ Major: _____
Minor: _____

Graduate grade point average _____ Major: _____

Are you currently a teacher member of the Maine State Retirement System? Yes ____ No ____

If yes, are you currently drawing retirement from MSRS? Yes ___ No ___

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: _____

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

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

NOTE: Candidates who do not hold Maine certification should direct an immediate inquiry to the Maine Department of Education, Division of Certification and Placement, 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___ 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___

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. In addition, please provide three letters of reference from persons who are not related to you (perhaps from references listed below).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>

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 No. 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 DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Signature/Date

APPLICATION FOR ADMINISTRATIVE/TEACHING POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided.

- Cover letter
- Application form fully completed
- Copies of Transcript(s)
- Copy of Maine Certification(s)
- Résumé
- Gaps in employment during the past ten years explained
- Salary history and requirements
- Yes to any questions in the Background section explained
- Three current letters of reference
- Application signed and dated

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.