**GLENBURN SCHOOL DEPARTMENT**

983 HUDSON ROAD

GLENBURN, MAINE 04401

Telephone (207) 942-4405 Fax: (207) 942-4250

**APPLICATION FOR ADMINISTRATIVE POSITION**

**THE GLENBURN SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.**

**PERSONAL INFORMATION**

|  |
| --- |
| First Name Last Name Middle Initial |
|  |
| Address: |
| City: | State: | Zip: |
| Home Phone: | Office Phone: | Cell Phone: |
| I may be contacted at ( ) work ( ) home ( ) cell |
| E-mail address: |
| Position(s) Applying For: |

**APPLICATION INSTRUCTIONS**

A complete application includes the following:

1. Letter of interest.
2. A completed and signed application form.

(Please complete all information in the application even though it may be duplicated on your resume.)

1. Completion of the personal statements requested in this application.
2. CHRC copy.
3. A current resume.
4. College/University transcripts.

Send all information to: GLENBURN SCHOOL DEPARTMENT

 Richard Modery – Superintendent

 983 HUDSON ROAD

 Glenburn, Maine 04401

*Please note: All application materials become the property of Glenburn School Department. 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.*

*Applications will be retained for a period of 2 years from date of receipt.*

**CURRENT EMPLOYMENT INFORMATION:**

|  |
| --- |
| Name of school or organization: |
| Position: |
| Present Salary: | Are you currently under contract? ☐ Yes ☐ NoIf so, when does your contract expire? |
| What date would you be available to begin work? |

**ACADEMIC AND PROFESSIONAL TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Colleges/Universities Attended** | **Location** | **Degree** | **Year** |
|  |  |  |  |
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|  |  |  |  |

Please attach copies of your college/university transcripts and any other credentials.

**CERTIFICATION INFORMATION:**

**Are you currently certified in Maine? Yes \_\_\_\_\_\_ (expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_)**

 **OR**

**Are you eligible to be certified in Maine? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Are you presently certified in another state?**

**Yes \_\_\_\_\_\_ No \_\_\_\_\_\_ If yes, in what state(s)?**

**\*Criminal History Record Check:** All School Department Employees/Volunteers are required to have this completed.

Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: *Candidates who do not hold a Maine Certificate should contact the Maine Department of Education, Division of Certification and Placement, State House Station #23, Augusta, Maine 04330-0023, tel. (207) 287-5944.***

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **State** | **Date Issued** | **Date of Expiration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



**MEMBERSHIPS AND ORGANIZATIONS:**

**PROFESSIONAL EXPERIENCE: (Please begin with your current or most recent Experience.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Years** | **Dates From/To** | **Position/Responsibilities** | **School System or Organization** |
|  |  |  |  |
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**OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS:**

**CIVIC AND COMMUNITY ORGANIZATIONS:**



**PERSONAL STATEMENTS** - Please give your response to the following questions. Each response should be limited to no more than one typewritten page.

1. Please list, in order of importance, and describe the three most significant accomplishments you have achieved in your work.
2. List and describe two challenging problems you have encountered, one of which you were unable to resolve to your own satisfaction, the other which you were able to resolve to your own satisfaction.

**REFERENCES**: List at least three persons, two of whom are your 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 (may be from references listed below).

|  |  |  |
| --- | --- | --- |
| **Name & Position** | **Address** | **Phone Number** |
|  |  |  |
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| --- | --- | --- |
| **BACKGROUND:** The Glenburn School Department is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates. Please check yes or no to the following:Please check yes or no. | YES | NO |
| 1. Have you ever been disciplined, discharged, or asked to resign from a prior position? |  |  |
| 2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? |  |  |
| 3. Has your contract in a prior position ever been non-renewed? |  |  |
| 4. Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved? |  |  |
| 5. Have you ever been charged with or investigated for sexual abuse or harassment of another person? |  |  |
| 6. Have you ever been convicted of a crime (other than a minor traffic offense)? |  |  |
| 7. Have you ever entered a plea of guilty or “no contest” (*nolo contendere*) to any crime(other than a minor traffic offense)? |  |  |
| 8. 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?! |  |  |
| 9. 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)? |  |  |

*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.*

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 Glenburn School Department contacts in connection with any employment application to fully provide the Glenburn School Department 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 Glenburn School Department, its agents and officials, Maine School Management Association, 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 school board members, administrators, other staff, and members of the community. I give my consent to this disclosure.*

**Date: Signature:**



**APPLICATION FOR ADMINISTRATIVE POSITION CHECK LIST:**

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)

 \_\_\_\_\_ Resume

 \_\_\_\_\_ Cover Letter

 \_\_\_\_\_ 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

 \_\_\_\_\_ Application signed 

***The Glenburn School Department is an Equal Opportunity Employer***