

**Eastern Aroostook RSU 39**  
**75 Glenn Street**  
**Caribou, ME 04736**  
**207-496-6311**

APPLICATION FOR ADMINISTRATIVE POSITION

THE EASTERN AROOSTOOK RSU #39 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

**NAME** \_\_\_\_\_ **Position applying for:** (Grade, Subject, Other) \_\_\_\_\_  
**Date** \_\_\_\_\_ \_\_\_\_\_  
 \_\_\_\_\_

**When will you be available?** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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

College/University Attended	Location	Degree	Number of Years Completed

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

Type	State	Date Issued	Date of Expiration

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 inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine 04333.

**EXPERIENCE:** A resume must be provided. In addition to educational background and work experience, include extra curricula 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.

No. of Years	Dates From/To	Position	Employer Name, Address & Telephone No.

**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 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 \_\_\_

If you have answered YES to any of the previous questions, provide full details on an additional sheet.

**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 (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, including but not limited to permitted disclosures from the Maine Department of Education pursuant to 20-A MRSA § 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process.

I further authorize those persons, agencies or entities that the Eastern Aroostook Regional School Unit No. 39 (RSU 39) contacts in connection with my employment application to fully provide RSU 39 any information on the matters set forth above, including the circumstances around any separation from employment. 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 39 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 understand and agree 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

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**APPLICATION FOR TEACHING POSITION 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)
- Copies of Maine Certification(s)
- Resume
- Gaps in employment during the past ten years explained
- YES to any of the questions in the Background section explained
- Three letters of reference
- Application signed

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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE EASTERN AROOSTOOK REGIONAL SCHOOL UNIT NO. 39. 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.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

NOTE: PRIOR CRIMINAL HISTORY, CONVICTION, OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT. THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.