

Employment Application for Administrator Position

REGIONAL SCHOOL UNIT NO. 2

7 Reed Street
Hallowell, Maine 04347

[Created 3/2009; Updated 1/2023]

OFFICE

ADMINISTRATIVE

Date Received: _____

Comments: _____

Position Interviewed for: _____

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

REGIONAL SCHOOL UNIT NO. 2 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT
POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ Date: _____

Permanent address: _____

Telephone number: _____

Temporary address: _____

Telephone number(s): _____

Email address: _____

When will you be available? _____

Position applying for: _____

EDUCATION: Official transcripts, including grade, from all college(s)/university(ies) attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Location	Degree	Number of Years Completed

EXPERIENCE: A resume must be provided that includes a description of duties in previous positions and reason for leaving previous positions. In addition to educational background and work experience, include extracurricular activities in which you have been involved. Please list below position held, employer and dates of employment for the past ten years beginning with your most current or recent experience. All school units/educational institutions you have worked in must be listed. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

Dates (from/to)	No. of Years	Employer/School	Address	Telephone No.	Position

Other relevant work experience and achievement:

Dates (from/to)	No. of Years	Employer/School	Address	Telephone No.	Position

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

Certification Type (specify grades covered)	State	Date Issued	Date of Expiration

If you do not hold a Maine certification, 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, Certification Office, Augusta, Maine 04333; Tel. (207) 624-6603.

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

Name	Position	Address	Phone

RETIREMENT: are you a member of the Maine State Retirement System [MSRS]? Yes / 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 you nomination for re-employment not be approved? Yes / No

Have you ever been investigated for discrimination, 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.

FALSE STATEMENTS: 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.

CONSENT AND WAIVER: 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 Department of Education pursuant to 20-A M.R.S. § 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 Regional School No. 2 contacts in connection with my employment application to fully provide Regional School No. 2 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 Regional School Unit No. 2, its agents, and officials.

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 further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR 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 ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Signature

Date

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

- ☐ Application form is fully completed
- ☐ Transcripts are attached
- ☐ Maine Certification(s) are attached
- ☐ Resume is attached
- ☐ Gaps in employment during the past ten years explained
- ☐ Three letters of reference are attached
- ☐ Cover letter with Illustration of teaching/administrative philosophy narrative
- ☐ YES to any of the questions in the BACKGROUND section fully explained
- ☐ Application is signed and dated

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU #2 AND NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.