

# FAYETTE SCHOOL DEPARTMENT

2023 Main Street, Fayette, ME 04349 Phone (207) 685-4770 Fax (207) 685-4756

## APPLICATION FOR PRINCIPAL

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

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### **PERSONAL INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Office Phone \_\_\_\_\_

When will you be available? \_\_\_\_\_ I may be contacted: at work  at home

**APPLICATION INSTRUCTIONS:** A person will be considered an applicant only when the following items are received:

1. A letter of application in which you describe why you would like to be principal of the school in Fayette, Maine.
2. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)
3. The personal statements requested in this application.
4. A current resume.
5. Current letters of reference from a minimum of three persons.
6. A copy of your Maine Principal certificate or evidence that you are eligible for certification as a principal in Maine and have submitted an application to the Maine Department of Education.
7. College/University transcripts.

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### **CURRENT SCHOOL DISTRICT INFORMATION:**

Are you presently under contract to a school system? yes  no

If so, when does your contract expire? \_\_\_\_\_

Name of system \_\_\_\_\_ State \_\_\_\_\_

Position \_\_\_\_\_ Present Salary \_\_\_\_\_

**CERTIFICATION INFORMATION:**

Are you currently certified as a principal in Maine?

yes  no   
(expiration date: \_\_\_/\_\_\_/\_\_\_)

OR

Are you eligible to be certified as a principal in Maine?

yes  no

Are you presently certified as a principal in another state?

yes  no

If yes, in what state(s)? \_\_\_\_\_

NOTE: *Candidates who do not hold the Maine Principal Certificate (040) should contact the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333-0023; Tel. (207) 287-5944.*

**ACADEMIC AND PROFESSIONAL TRAINING:**

Colleges/Universities Attended	Location	Degree	Number of Years Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please have copies of your college/university transcripts and any other credentials on file sent to the Search Consultant at the address on this application.

**MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL EXPERIENCE:** (Please list, beginning with your current or most recent experience.)

Number of Years	Dates From/To	Position	Responsibilities	School System
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS:**

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**CIVIC AND COMMUNITY INVOLVEMENT:**

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**PERSONAL STATEMENTS:** As a means of learning more about you, the search committee requests that you respond to the questions below. Please answer the questions directly and cite examples to support your positions. Each response should be limited to no more than one page.

1. Please state in your own words what you believe you can offer in terms of collaboration to the district. Include something about your leadership style (top-down or lateral, for example), and comment on what your #1 priority is for making the learning environment dynamic and encouraging for all.
2. Please describe a difficult or tense situation you have experienced professionally and how you handled it.

**REFERENCES:** Please list the names of the people providing the three current letters of reference requested with this application and indicate by number which of them best know: (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic or other attainments.

Name	Position	Address	Phone Number

**OTHER INFORMATION:** The Fayette School Committee is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

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 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 connection 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.

**RELEASE OF INFORMATION:**

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 Fayette School Department contacts in connection with my employment application to fully provide the Fayette 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 Fayette School Department, 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.

\_\_\_\_\_  
Signature & Date

**TO BE COMPLETED BY ALL APPLICANTS:**

**NOTE: AS OF JULY 1, 2002 ALL SUBSTITUTES MUST BE FINGERPRINTED AS REQUIRED BY MAINE STATE STATUTE. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS MET THIS REQUIREMENT.**

Have you been fingerprinted by the Maine Department of Education? Yes \_\_\_ No \_\_\_ If you checked **Yes**, a copy must be attached to this application. If you checked **No**, you must get fingerprinted within **20 days** after your start date, unless you are currently Maine certified in the position in which you are hired for.

**Appointment for Fingerprinting:**

**Confirmation#** \_\_\_\_\_ **Date** \_\_\_\_\_ **Location** \_\_\_\_\_

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE FAYETTE 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.

*The Fayette School Department is an Equal Opportunity Employer.*