

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #37
Addison, Columbia, Columbia Falls, Harrington, Milbridge**

ADMINISTRATOR APPLICATION

MSAD #37 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES
AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Personal Information

Name: _____

Address: _____

Home phone: _____ Work phone: _____

Social Security Number: _____

I. CURRENT INFORMATION:

A. Are you presently under contract in a school system? Yes _____ No _____

B. If so, when does your contract expire: _____

C. Name of system: _____

D. Position: _____ Present Salary: _____

II. CERTIFICATION INFORMATION:

A. Are you currently certified as an Administrator and/or Teacher in Maine? Yes _____ No _____

B. Are you eligible to be certified as an Administrator and/or Teacher in Maine? Yes _____ No _____

C. Are you presently certified as an Administrator and/or Teacher in another state? Yes _____ No _____

If yes, what State(s)? _____

NOTE: It is the candidate's responsibility to become certified. Candidates who do not hold Maine certification should contact the Maine Department of Education, Division of Certification, 23 State House Station, Augusta, Maine 04333-0023, or call (207) 287-5944.

III. ACADEMIC/PROFESSIONAL TRAINING:

College/University Attended	Location	Degree	No. Years Completed
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Please have copies of your college/university transcripts sent to the Superintendent's Office if not enclosed in your application packet.

IV. MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:

V. PROFESSIONAL EXPERIENCE:

Position/Responsibilities	School System	No. Years	From/To
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OTHER RELEVANT WORK EXPERIENCE/ACHIEVEMENTS:

The Board of Directors of MSAD #37 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 certification 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.

My signature below constitutes authorization to check my employment history, including without limitations, 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 MSAD #37 contacts in connection with my employment application to fully provide MSAD #37 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 MSAD #37, 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 interview committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Confidentiality of application information will be maintained in accordance with Maine statutes. No information will be released to the public without prior notice being made to the candidate.

APPLICANT SIGNATURE/DATE

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

1. Complete and sign this application form.
2. Letter of interest.
3. Enclose three letters of reference from non-family members including at least one from your last employer.
4. Include a current resume.
5. Submit college/university transcripts.
6. Include a copy of your current certification.
7. Send all information to: Superintendent's Office
1020 Sacarap Road
Harrington, Maine 04643