

Application for Administrative Position

PLEASE TYPE OR PRINT

| | | | | | | | | | | | | | | |
|---|---|------------------------------------|---------------------------|------------------|----------------------------------|--|--------------------|----------------------|------------|----------------------------------|------------|-------|--------|--------------|
| <p>Return to:</p> <p>RSU #16 3 Aggregate Road Poland, Maine 04274</p> | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">† Application form fully completed</td></tr> <tr><td style="border-bottom: 1px solid black;">† Copies of transcript(s)</td></tr> <tr><td style="border-bottom: 1px solid black;">† References (5)</td></tr> <tr><td style="border-bottom: 1px solid black;">† Copy of Maine Certification(s)</td></tr> <tr><td style="border-bottom: 1px solid black;">† YES to any questions in the background section explained</td></tr> <tr><td style="border-bottom: 1px solid black;">† Background check</td></tr> <tr><td style="border-bottom: 1px solid black;">† Application signed</td></tr> <tr><td style="border-bottom: 1px solid black;">† Screener</td></tr> <tr><td style="border-bottom: 1px solid black;">† Interview by _____ Date: _____</td></tr> <tr> <td style="border-bottom: 1px solid black;">† High Rec</td> <td style="border-bottom: 1px solid black;">† Rec</td> <td style="border-bottom: 1px solid black;">† Cond</td> <td style="border-bottom: 1px solid black;">† Do not Rec</td> </tr> </table> <div style="text-align: right; font-size: 2em; font-weight: bold; opacity: 0.5; margin-top: 20px;">OFFICE USE ONLY</div> | † Application form fully completed | † Copies of transcript(s) | † References (5) | † Copy of Maine Certification(s) | † YES to any questions in the background section explained | † Background check | † Application signed | † Screener | † Interview by _____ Date: _____ | † High Rec | † Rec | † Cond | † Do not Rec |
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| † Interview by _____ Date: _____ | | | | | | | | | | | | | | |
| † High Rec | † Rec | † Cond | † Do not Rec | | | | | | | | | | | |

| PERSONAL INFORMATION | | | | |
|--|----------------------|--------------|-------------------------------|----------|
| LAST NAME | FIRST NAME | MIDDLE | SOCIAL SECURITY NUMBER | DATE |
| CONTACT ADDRESS (NUMBER/STREET/P.O. BOX) | | CITY | STATE | ZIP CODE |
| PERMANENT ADDRESS (NUMBER/STREET/P.O. BOX) | | CITY | STATE | ZIP CODE |
| CONTACT TELEPHONE | PERMANENT TELEPHONE | | | |
| CURRENT POSITION - TITLE | IMMEDIATE SUPERVISOR | CITY & STATE | TELEPHONE | |
| POSITION DESIRED | | | DATE AVAILABLE FOR EMPLOYMENT | |

| EDUCATIONAL BACKGROUND | | | | | | |
|-------------------------------------|-----------------------|---------------|----------|-----|----------|-----|
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR | | MINOR | |
| LOCATION OF COLLEGE/UNIVERSITY | | | SEM. HRS | GPA | SEM. HRS | GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR | | MINOR | |
| LOCATION OF COLLEGE/UNIVERSITY | | | SEM. HRS | GPA | SEM. HRS | GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR | | MINOR | |
| LOCATION OF COLLEGE/UNIVERSITY | | | SEM. HRS | GPA | SEM. HRS | GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR | | MINOR | |
| LOCATION OF COLLEGE/UNIVERSITY | | | SEM. HRS | GPA | SEM. HRS | GPA |

| CERTIFICATION | | | | | |
|-----------------------|-------|-------------|-----------------|-----------------|-------|
| TYPE OF CERTIFICATION | LEVEL | ENDORSEMENT | VALIDATION DATE | EXPIRATION DATE | STATE |
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| | | | | | |

REGULAR TEACHING EXPERIENCE

List every regular teaching experience with the most recent first. Use additional pages if necessary.

| | | | | | |
|--------------|------------------|----------|--------------|------------|--------------------|
| SCHOOL | PRINCIPAL'S NAME | GRADES | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | SUBJECTS | | | |
| SCHOOL | PRINCIPAL'S NAME | GRADES | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | SUBJECTS | | | |
| SCHOOL | PRINCIPAL'S NAME | GRADES | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | SUBJECTS | | | |
| SCHOOL | PRINCIPAL'S NAME | GRADES | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | SUBJECTS | | | |

ADMINISTRATIVE EXPERIENCE

| | | | | | |
|--------------|----------------------|----------------|--------------|------------|--------------------|
| SCHOOL | IMMEDIATE SUPERVISOR | POSITION/TITLE | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | | | | |
| SCHOOL | IMMEDIATE SUPERVISOR | POSITION/TITLE | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | | | | |
| SCHOOL | IMMEDIATE SUPERVISOR | POSITION/TITLE | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE | | | | | |

| MILITARY EXPERIENCE | | | |
|---------------------|--------------|--------|-------------|
| BRANCH OF SERVICE | HIGHEST RANK | DUTIES | TOTAL YEARS |

REFERENCE INFORMATION

Please list the names of five persons possessing knowledge of personal (maximum of two) and professional competence to provide reference information about you with respect to the position or positions for which you have applied:

| PROFESSIONAL | 1 | NAME | TITLE | COMPLETE ADDRESS | TELEPHONE |
|--------------|---|------|-------|------------------|-----------|
| | 2 | NAME | TITLE | COMPLETE ADDRESS | TELEPHONE |
| | 3 | NAME | TITLE | COMPLETE ADDRESS | TELEPHONE |
| | 4 | NAME | TITLE | COMPLETE ADDRESS | TELEPHONE |
| PERSONAL | 5 | NAME | TITLE | COMPLETE ADDRESS | TELEPHONE |
| | 6 | NAME | TITLE | COMPLETE ADDRESS | TELEPHONE |

HONORS AND SKILLS

Please list any awards/honors that would improve your candidacy for desired position(s):

Scholastic _____
 Professional _____
 Community _____

Please list any training, skills, or language proficiency that would improve your candidacy for desired position(s):

BACKGROUND INFORMATION

- 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 has 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 entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? † Yes † No
- Have you ever been convicted of a 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 you to 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 answered YES to any of the previous questions, provide full details on an additional sheet(s) 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.

| OTHER WORK EXPERIENCE (PAID AND/OR VOLUNTEER) | | | | | |
|---|--------------|--------|----------------------|-------------|--------------------|
| FIRM OR AGENCY | ADDRESS | DUTIES | IMMEDIATE SUPERVISOR | TOTAL YEARS | REASON FOR LEAVING |
| | CITY & STATE | | | | |
| FIRM OR AGENCY | ADDRESS | DUTIES | IMMEDIATE SUPERVISOR | TOTAL YEARS | REASON FOR LEAVING |
| | CITY & STATE | | | | |
| FIRM OR AGENCY | ADDRESS | DUTIES | IMMEDIATE SUPERVISOR | TOTAL YEARS | REASON FOR LEAVING |
| | CITY & STATE | | | | |

SHORT ANSWER NARRATIVE

DIRECTIONS: Please answer each of the questions below on a separate sheet of paper and make sure it is returned with your completed application.

1. What role does (will) student voice play in your school/district?
2. How do (will) you measure your effectiveness as an administrator?
3. What would your first 30 days on the job look like?
4. How do (will) you create a sense of unity and clear direction for staff?
5. When you have an important decision to make, what is your process?

SIGNATURE

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 RSU #16 contacts in connection with my employment application to fully provide RSU #16 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 stress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU #16, its agent or 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 school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature: _____ Date: _____

NOTICE: All application materials become the property of RSU #16. None will be returned. Providing any false or misleading information on this 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 application/employee.

RSU #16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.