

Application for Instructional Position

PLEASE TYPE OR PRINT

<p>Return to:</p> <p>RSU #16 3 Aggregate Road Poland, Maine 04274</p>	<div style="float: right; font-style: italic; font-size: 1.2em; border: 1px solid gray; padding: 2px;">OFFICE USE ONLY</div> <input type="checkbox"/> Application form fully completed <input type="checkbox"/> Copies of transcript(s) <input type="checkbox"/> References (5) <input type="checkbox"/> Copy of Maine Certification(s) <input type="checkbox"/> YES to any questions in the background section explained <input type="checkbox"/> Background check <input type="checkbox"/> Application signed <input type="checkbox"/> Screener <input type="checkbox"/> Interview by _____ Date: _____ <input type="checkbox"/> High Rec <input type="checkbox"/> Rec <input type="checkbox"/> Cond <input type="checkbox"/> Do not Rec
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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	
LEVEL DESIRED – CHECK ALL THAT APPLY				
<input type="checkbox"/> KINDERGARTEN	<input type="checkbox"/> ELEMENTARY (1-3)	<input type="checkbox"/> INTERMEDIATE (4-6)	<input type="checkbox"/> MIDDLE (7-8)	<input type="checkbox"/> SECONDARY (9-12)

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

<p>If you received your most recent degree more than three years ago, how many college/university semester hours have you earned in the last three years? _____. Please provide all transcripts, including grades, from all colleges and universities attended.</p>	<p>Number of semester hours in: Reading (for candidates holding k-8 endorsements) _____ Math (for candidates holding k-8 endorsements) _____ Special Education (for all candidates) _____</p>
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CERTIFICATION					
TYPE OF CERTIFICATION	LEVEL	ENDORSEMENT	VALIDATION DATE	EXPIRATION DATE	STATE
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PRACTICE TEACHING / INTERNSHIPS				
SCHOOL	GRADES	SUPERVISING TEACHER	UNIVERSITY SUPERVISOR	WEEKS
CITY & STATE	SUBJECTS			
SCHOOL	GRADES	SUPERVISING TEACHER	UNIVERSITY SUPERVISOR	WEEKS
CITY & STATE	SUBJECTS			

SUBSTITUTE TEACHING (LIST MOST RECENT FIRST)			
SCHOOL	PRINCIPAL'S NAME	GRADES	TOTAL DAYS (EACH YEAR)
CITY & STATE		SUBJECT	
SCHOOL	PRINCIPAL'S NAME	GRADES	TOTAL DAYS (EACH YEAR)
CITY & STATE		SUBJECT	
SCHOOL	PRINCIPAL'S NAME	GRADES	TOTAL DAYS (EACH YEAR)
CITY & STATE		SUBJECT	

CO-CURRICULAR ACTIVITIES (LIST MOST RECENT FIRST)				
SCHOOL	IMMEDIATE SUPERVISOR	ACTIVITY	POSITION/TITLE	TOTAL YEARS
CITY & STATE				
SCHOOL	IMMEDIATE SUPERVISOR	ACTIVITY	POSITION/TITLE	TOTAL YEARS
CITY & STATE				
SCHOOL	IMMEDIATE SUPERVISOR	ACTIVITY	POSITION/TITLE	TOTAL YEARS
CITY & STATE				

How many activities have you directed in the last two years? _____	List activities you are capable and willing to direct.
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REGULAR TEACHING EXPERIENCE

List every 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			

Number of years teaching experience: Public School: _____ Private School: _____

Please account for any gaps in experience on a separate sheet of paper:

How many months have you taught in the last two academic years? _____

Have you obtained a continuing contract in another school district? Yes No

Are you presently under contract with another school district? Yes No

If the answer to the last question is NO and you have been under contract within the last twelve months, please explain:

ADMINISTRATIVE EXPERIENCE (LIST MOST RECENT FIRST)

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					

Have you held an administrative position during the past twelve months? Yes No

OTHER WORK EXPERIENCE

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				

MILITARY EXPERIENCE			
BRANCH OF SERVICE	HIGHEST RANK	DUTIES	TOTAL YEARS
REFERENCE INFORMATION			
Please list 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:			
1	NAME	TITLE	COMPLETE ADDRESS
2	NAME	TITLE	COMPLETE ADDRESS
3	NAME	TITLE	COMPLETE ADDRESS
4	NAME	TITLE	COMPLETE ADDRESS
5	NAME	TITLE	COMPLETE ADDRESS
			TELEPHONE
			TELEPHONE
			TELEPHONE
			TELEPHONE
			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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has your contract in a prior position ever been non-renewed? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been charged with or investigated for sexual abuse or harassment of another person? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime, other than a minor traffic offense? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered <u>YES</u> 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.			

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 agents 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.