

REGIONAL SCHOOL UNIT #20

Belfast · Belmont · Frankfort · Morrill · Northport
Searsmont · Searsport · Stockton Springs · Swanville

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APPLICATION FOR ADMINISTRATIVE POSITION

RSU #20 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Position for which application is submitted: _____
(Grade Level, Subject, Other)

Name: _____ Date Available: _____

Permanent Address: _____ Phone: () _____

City: _____ State: _____ Zip: _____

Temporary Address: _____ Phone: () _____

City: _____ State: _____ Zip: _____

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

College/University	Degree Awarded	Number Years Attended	Grade Point Average

CERTIFICATION: List certifications you hold AND *provide copies of certification.*

Type	State	Date Issued	Date of Expiration

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible?

Are you a U.S. citizen or authorized to work in the United States? { Yes { No

If yes: State { Endorsement {

Note: Candidates who do not hold current Maine certification should contact the Maine Department of Education, Division of Certification and Placement, State House Station #23, Augusta, ME 04333

EXPERIENCE: A resume must be provided. *In addition to your educational background and work experience, include extracurricular activities in which you have been involved. Please list below all positions held, employers, and dates of employment for the past ten years. Please explain any gaps in employment on a separate sheet of paper.*

Dates Employed		Position	Employer
From (Month & Year)	To (Month & Year)		Name and Address:
		Telephone:	Supervisor:
		Salary:	
Describe, in detail, duties performed:			
Reason for leaving position:			
Dates Employed		Position	Employer
From (Month & Year)	To (Month & Year)		Name and Address:
		Telephone:	Supervisor:
		Salary:	
Describe, in detail, duties performed:			
Reason for leaving position:			
Dates Employed		Position	Employer
From (Month & Year)	To (Month & Year)		Name and Address:
		Telephone:	Supervisor:
		Salary:	
Describe, in detail, duties performed:			
Reason for leaving position:			
Please explain any gaps in employment history:			

Please describe other relevant work experience and achievements:

BACKGROUND:

- Have you ever been disciplined, discharged, or asked to resign from a position? Yes ? No ?
- Have you ever resigned from a 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 position or ever had your nomination for re-employment not been 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 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 above questions, please provide full details on an additional piece of paper 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.

Have you had your fingerprints taken as required by the Criminal History Record Check?
{ Yes { No

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

Name	Address	Position	Phone
			()
			()
			()

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigator information possessed by any state, local, or federal agency. I further authorize those persons, agencies, or entities that RSU #20 contact in connection with my employment application to fully provide RSU #20 with 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 RSU #20, 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.

All application materials become the property of RSU #20. 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 by RSU #20, to immediately dismiss the applicant/employee.

Signature

Date

Printed Name

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

- *Application form must be fully completed and signed.*
- *Photocopy of transcripts from all colleges/universities attended*
- *A photocopy of your Maine Certification(s)*
- *Resume*
- *Explanation of any YES responses in the BACKGROUND section*
- *Explanation of any gaps in employment*
- *Three letters of reference*

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Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.