

SCHOOL UNION #113
C/O SUPERINTENDENT'S OFFICE
45 NORTH STREET, SUITE 2
EAST MILLINOCKET, ME 04430
207-746-3500

APPLICATION FOR ADMINISTRATORS

SCHOOL UNION #113 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position(s) applying for: (Grade level, subject, other) _____

Name: _____

When would you be available? _____

Permanent Address: _____ Phone: _____

Temporary Address: _____ Phone: _____

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 Attended	Degree Awarded (if any)	No. of Yrs. Attended	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION: List certification(s) 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? _____

NOTE: Candidates who do not hold Maine certification should immediately direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, ME 04333.

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extra/co-curricular activities in which you have been involved. Please list below positions held, employer, and dates of employment for the past ten years. Please account for any gaps in employment on a separate page.

From (Month/Year)	To (Month/Year)	Employer and Position	Name and Telephone of Direct Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ESSAY QUESTIONS: Please respond to three (3) of the following: Responses should be no more than one (1) page for each.

1. What should the relationship be between the Learning Results, instruction, student assessment and teacher evaluation?
2. Please discuss your experience with the curriculum development process as it relates to the Learning Results.
3. How can student assessment contribute to the process of program evaluation and development?
4. What is the role of the administrator in the supervision and evaluation of staff?
5. In what ways can parents and community members contribute to schools?
6. What are some of your experiences with improving student aspirations and performance?
7. What are three vital qualities of an effective Middle School?

BACKGROUND:

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 ___

Have you ever resigned from a prior position? 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 below including with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: Please list three references, 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 (may be from references listed below).

Name	Position	Address	Telephone
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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 School Union #113 contacts in connection with my employment application to fully provide School Union #113 any information on 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 School Union #113, 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

APPLICATION FOR TEACHING PERSONNEL CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- ___ Application form fully completed on or before the posted deadline unless arrangements have been made directly with the Superintendent of Schools (if applicable)
- ___ Copies of Transcript(s)
- ___ Copy of Maine Certificate(s)
- ___ Resume
- ___ Gaps in employment during the past ten years explained
- ___ Essay Questions
- ___ YES to any of the questions in the Background section explained
- ___ Application signed and dated

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF SCHOOL UNION #113. 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 APPLICATION/EMPLOYEE.

**Maine School Union 113
45 North Street, Suite 2
East Millinocket, Maine
04430**

BACKGROUND CHECK WAIVER

It is the policy of the Maine School Union 113 to conduct criminal background checks on all potential employees. Employment with Maine School Union 113 is contingent on the results of such checks. In order to conduct the check, a birthdate is required. Please provide us with your birthdate, sign the waiver, and return it to us with your application.

Full Name: _____ Birthdate: _____

Any Other Name Used (including maiden name): _____

I understand that the above information I have voluntarily provided will be used solely for the purpose of a background check. It will not be used for any other reason until such time as I become a Maine School Union 113 employee.

Signature

Date