

SHEEPSCOT VALLEY SCHOOL UNION #133
APPLICATION FOR ADMINISTRATION POSITION
Palermo, Somerville & Windsor Schools

School Union #133 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: _____

Name: _____ Location: _____

Social Security No: _____

When will you be available? _____

Physical Address: _____ Phone: _____

Mailing 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.

<u>College/University Attended</u>	<u>Degree Awarded</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Undergraduate grade point average? _____

Graduate grade point average? _____

CERTIFICATION: List certification(s) you hold and provide copies of certifications including CHRC/fingerprinting.

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine, 04333

EXPERIENCE: A resume' must be provided. In addition to educational background and work experience, include extracurricular 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.

<u>From: (Month/Year)</u>	<u>To: (Month/year)</u>	<u>Position</u>	<u>Employer</u>

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 _____

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 a 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.

REFERENCES: Please provide (3) references that are not related to you, who are familiar with your work as a teacher, or who know of your experience working with youth. Please attach their letters of reference.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>

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 #133 contacts in connection with my employment application to fully provide School Union #133 any information on the matters set forth above. I expressly waive in connection with any request for or provisions 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 #133, 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 ADMINISTRATIVE POSITION CHECK LIST:

The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Copies of Transcripts(s)
- _____ Copy of Maine Certification(s) (Fingerprinting and Teaching or Nursing)
- _____ Resume'
- _____ Gaps in employment in the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Three letters of reference
- _____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF SCHOOL UNION #133. 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 APPLICANT/EMPLOYEE.