

LITCHFIELD, SABATTUS, WALES

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971 Gardiner Road, Wales, Maine 04280

APPLICATION FOR SCHOOL ADMINISTRATOR

The School Committees do not discriminate in the operation of its education and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

Name Last First Middle

Address Home Phone

City State Zip Office Phone

I may be contacted () at work () at home (Please check)

LIST OF APPLICATION MATERIALS REQUIRED

A person will be considered an applicant only when the following items are received (check indicates receipt):

- 1. A letter of application
2. A current resume
3. At least three current letters of reference
4. College/University transcripts
5. Appropriate Maine certification or evidence that you are eligible for certification in Maine and have submitted an application
6. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)
7. The personal statement requested in this application

All application documents listed above must be received for consideration.

CIVIC AND COMMUNITY INVOLVEMENT

PERSONAL STATEMENT - As a means of learning more about you, the Search Committee requests that you respond to the question below. Please answer the question directly and cite examples to support your positions. The response should be limited to no more than one page.

What characteristics impress you as most important for success as a school administrator? Support your assessment.

REFERENCES - Please list the name of three of the people providing the current letters of reference you sent with your initial application and indicate by number which of them best know: (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic or other attainments.

#	Name	Position	Address	Phone

OTHER INFORMATION - The School Committees of RSU # 4 are committed to conducting a thorough screening of applicants for all positions and require the completion of the following questions of all candidates.

	Yes	No
Have you ever been disciplined, discharged or asked to resign from a prior position?	_____	_____
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	_____	_____
Has your contract in a prior position ever been non-renewed?	_____	_____
Have you had your nomination for re-employment not be approved?	_____	_____
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)?	_____	_____

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? _____

Have you ever had a professional license or certificate suspended or revoked in any state; have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? _____

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty or 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)? _____

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.

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 the School Committees of RSU # 4 contacts in connection with my employment application to fully provide the School Committees of RSU # 4 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 the School Committees of RSU # 4, its agents and officials, Maine School Management Association, 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>

Date

Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU # 4, LITCHFIELD, SABATTUS, AND WALES. 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 APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.