

SCHOOL ADMINISTRATIVE DISTRICT NO. 29
HOULTON-HAMMOND-LITTLETON-MONTICELLO
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
P.O. BOX 190
HOULTON, MAINE
04730

TEL 532-6555
AREA CODE 207

APPLICATION FOR ADMINISTRATIVE POSITIONS

MSAD #29 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL 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 _____
E-mail address Social Security # (please check)

APPLICATION INSTRUCTIONS

A person will be considered an applicant only when the following items are received:

1. A letter of application.
2. A completed and signed application form.
3. A current resume.
4. Current letters of reference from a minimum of three persons.
5. A copy of your Maine certificate or evidence that you are eligible for certification in Maine and have submitted an application to the Maine Department of Education.
6. College/University transcripts.

CURRENT SCHOOL DISTRICT INFORMATION

Are you presently under contract to a school system? Yes _____ No _____

If so, when does your contract expire? _____

Name of system _____ State _____

Position _____ Present Salary _____

CERTIFICATION INFORMATION

Are you currently certified in Maine?

Yes____ (expiration date: _/_/_) No ____

OR

Are you eligible to be certified in Maine? Yes____ No ____

Are you presently certified in another state? Yes____ No ____

If yes, in what state(s)? _____

NOTE: Candidates who do not hold Maine Certificate should contact the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333-0023; Tel. (207) 624-6603.

ACADEMIC AND PROFESSIONAL TRAINING

Colleges/Universities	Location	Degree	Number of Years Completed
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Please have copies of your college/university transcripts and any other credentials on file sent to the address of this application.

PROFESSIONAL EXPERIENCE (Please list, beginning with your current or most recent experience.)

Number Years	Dates From/To	Positions/Responsibilities	School System
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OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

REFERENCES - Please list the names of the people providing the three current letters of reference requested with this 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#
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OTHER INFORMATION - MSAD #29 is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

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 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 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 MSAD #29 contacts in connection with my employment application to fully provide MSAD #29 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 MSAD #29, 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.

Date

Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD #29. 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.

MSAD #29 is an EQUAL OPPORTUNITY EMPLOYER