



RSU 29

Planting the Seeds for Lifelong Learning

**Office of the Superintendent of Schools
Hammond ~ Houlton ~ Littleton ~ Monticello
PO Box 190, Houlton, Maine 04730 ~ (207)532-6555 FAX (207)532-6481**

APPLICATION FOR ED TECH POSITION

RSU/MSAD 29 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Ed Tech Position applying for: (please list as advertised)
Please submit one application per position.

Name: _____

Social Security No. ____-____-____ E-mail address: _____

When will you be available? _____ Contact Numbers:

Permanent Address _____ Home _____

_____ Cell _____

Temporary Address _____ Work _____

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 & Year Awarded (if any)	# of Yrs. Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:
_____ Reading _____ Major (Subject: _____)
_____ Math _____ Minor (Subject: _____)
_____ Special Education _____ Major (Subject: _____)
_____ Minor (Subject: _____)

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 direct an inquiry to the Maine Dept. of Education, Division of Certification and Placement, Augusta, ME 04333 ~ (207)624-6603

Have you taken the Para Pro Test? _____

Please include copies of your Para Pro Test results.

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extra-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)	Position	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years of Ed Tech experience _____.

REFERENCES: List three, 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). These references may be different than those provided reference letters.

Name	Position	Address	Phone(s)	Relative (Y/N)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 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 or 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 RSU/MSAD 29 contacts in connection with my employment application to fully provide RSU/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 RSU/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

Application For Ed Tech Position Check List:

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

- Application form fully completed
- Copies of transcript(s)
- Copy of Maine certification(s)
- Copy of Para Pro test results
- Resume
- Gaps in employment during 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 THE (SCHOOL UNIT). 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.

Completed application and required documents can be submitted as follows:

Mail:
RSU/MSAD 29
Attn: Kelly Grant
PO Box 190
Houlton, Maine 04730

Hand Deliver:
RSU/MSAD 29
Attn: Kelly Grant
7 Bird Street
Houlton, Maine 04730

Fax:
(207)532-6481
Attn: Kelly Grant

E-Mail:
kegrant@rsu29.org