

REGIONAL SCHOOL UNIT 19
Corinna Dixmont Etna Hartland Newport Palmyra Plymouth St. Albans

PO Box 40 (182 Moosehead Trail)
Newport, ME 04953
Telephone: (207) 368-5091 Fax: (207) 368-2192

APPLICATION FOR ADMINISTRATIVE POSITION

RSU 19 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

PERSONAL INFORMATION

Date: _____	Position Applying For: _____
Name: _____	
Mailing Address: _____	
_____	Home Phone: _____
City State Zip Code	Work Phone: _____
	Cell Phone: _____
E-Mail Address: _____	
I may be contacted ___ at home ___ at work ___ via cell phone.	

APPLICATION INSTRUCTIONS

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

1. A completed and signed application form. Please give all information requested on the application even though it may be duplicated on your resume.
2. The personal statements requested in this application
3. Letters of reference from a minimum of three persons.
4. A current resume.
5. A copy of your certificate or evidence that you are eligible for the proper certification as required in this position in Maine.
6. College/University transcripts.

Send completed application to: Search Committee
RSU 19
PO Box 40
Newport, ME 04953-0040

Please Note: On the completion of the search, all application materials will be retained by RSU 19 for three years. RSU 19 does not retain applicant files for use in future searches. A new application is required for each search.

Applicants are requested not to contact members of the Board of Directors or the Superintendent directly.

CURRENT SCHOOL DISTRICT INFORMATION

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

If yes, when does your contract expire? _____

Name of School System: _____ State: _____

Current Position: _____ Present Salary: _____

CERTIFICATION INFORMATION

Are you currently certified in Maine? _____ Yes _____ No

If yes, please attach copy of certificate

Are you certified in another state? _____ Yes _____ No

Name of state(s) _____

If you do not hold a Maine Certificate, for what type of Maine Certificate are you applying and eligible? _____

ACADEMIC AND PROFESSIONAL TRAINING: Please have copies of your college/university transcripts and any other credentials on file sent to the Search Committee at the address on this application.

<u>Colleges/Universities Attended</u>	<u>Location</u>	<u>Dates</u> <u>From To</u>	<u>Degree or</u> <u>Diploma</u>	<u>Major</u>	<u>Minor</u>

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

<u>Number</u> <u>of Years</u>	<u>Dates</u> <u>From To</u>	<u>Position/Responsibilities</u>	<u>School System</u>

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS:

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS / CIVIC AND COMMUNITY INVOLVEMENT:

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. Please submit three (3) letters of reference with this application.

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

PERSONAL STATEMENTS: Please give your response to the following questions on a separate page. *Each response should be limited to no more than one typewritten page.*

1. What steps would you take during your first year to develop a comprehensive understanding of the school system and community?
2. Describe how you would assess the need for change, make recommendations for change, and implement change in the school system?
3. How would you maximize communication between all the elements of a diverse school community?

Please give concrete examples and state how your experience has contributed to your philosophy.

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 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.

NOTE: 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 19 contacts in connection with my employment application to fully provide RSU 19 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 19, 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.

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.

Signature

Date

APPLICATION FOR POSITION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application Form fully Completed
 - _____ Copy of Maine Certification
 - _____ Copies of Transcript(s)
 - _____ Resume
 - _____ Gaps in Employment during the past ten years explained
 - _____ Three Letters of Reference
 - _____ Personal Statements
 - _____ YES to any of the questions in the Background section explained
 - _____ Application Signed
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NOTES:

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU 19. 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.

EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

Revised May 2010