



# Maine School of Science and Mathematics

*A Residential Community of Academic Excellence*

## Application for Administrative Position

MSSM does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

**Date:** \_\_\_\_\_ **Position Applying for:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**When will you be available?** \_\_\_\_\_ **Position Location:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Temporary Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Education:** Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Years Attended	Graduated/Degree

**Certification:** List certification(s) you hold and provide copies of certification {Note: Certification is not required but candidates are encouraged to submit this information, if applicable }

Type	State	Date Issued	Expiration Date

**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 beginning with the most current or recent experience. Please account for any gaps in employment on a separate page.

May we contact your current employer?     Yes             No

From	To	Position	Employer Name, Address and Telephone Number

Do you hold a valid driver's license? \_\_\_\_\_ #: \_\_\_\_\_ State/Country: \_\_\_\_\_ Endorsement: \_\_\_\_\_  
What other special skills do you have or licenses do you hold that may be relevant to this position? \_\_\_\_\_

**Background:** (circle yes or no)

- 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 has 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 been approved? Yes \_\_\_ No \_\_\_
- Have you ever been convicted of a crime (other than a minor traffic offense)? Yes \_\_\_ No \_\_\_
- Have you ever been charged with or investigated for sexual abuse or harassment of another person? 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 \_\_\_
- 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 \_\_\_
- 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 if any state? Yes \_\_\_ No \_\_\_

If you have answered **YES** to any of the previous questions, provide full details below, 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 (use additional paper, if needed).

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**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 current letters of reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Phone

**Background Check Authorization for Prospective Employees\***

If a prospective candidate does not have a current Criminal History Background Check (CHRC) from the Maine Department of Education or an equivalent document from another U.S. jurisdiction, the Maine School of Science and Mathematics may elect to do a detailed background check on any or all prospective employees once the prospect has progressed to the “finalist” level. In order to facilitate the process, we request that the candidate submit the following personal information:

- A. List states/countries where you have resided in the last ten years including military service and/or education residence:

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B. Date of Birth: \_\_\_\_\_

C. If you have resided out of the United States in the last ten years, please provide the following:

Passport #: \_\_\_\_\_ Country issuing passport: \_\_\_\_\_

By signing below:

My signature below constitutes authorization to check my employment history and (credit history for those employees who will have access/responsibility to the school's accounts), including without limitation, criminal arrest and conviction record checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that MSSM contacts in connection with my employment application to fully provide MSSM 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 MSSM, 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 on an as-needed basis to properly evaluate my candidacy. I give my consent to this disclosure.

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Applicant/Candidate Signature

Date

\*The candidate may request a copy of the reports.

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

- Application form fully completed
- Copies of transcript (s)
- Copy of Maine Certification (s)
- Resume
- Gaps in employment during the past ten years explained
- **YES** to any of the questions in the Background Section explained
- Three current letters of reference
- Background Authorization Section completed
- Application signed

**NOTE:** All application materials become the property of MSSM. None will be returned. Providing false or misleading information on this application or in the 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.**