



Regional School Unit 63
Clifton, Eddington, and Holden
202 Kidder Hill Road
Holden, ME 04429
(207) 843-7851
(207) 843-7295 Fax

APPLICATION FOR ADMINISTRATIVE POSITION

REGIONAL SCHOOL UNIT 63 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? _____

Permanent Address: _____

Phone: _____

Temporary Address: _____

Phone: _____

E-Mail Address: _____

Are you related to any RSU 63 Board Members or Administrators? Yes No If yes, whom: _____

Are you presently under contract to a school system or other entity? Yes No

If so, when does your contract expire? _____

Name of system: _____

Position: _____

EDUCATION: Official transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>

Please list current MEDOE credentials:

Do you hold a valid State of Maine Criminal History Record Check (CHRC) Approval Card?

Yes No If Yes, Expiration Date: _____

Last 4 digits of your Social Security Number: _____

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

WORK EXPERIENCE: Please list below all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.** In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

Present Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Reason for leaving position _____

Describe Position/Duties: _____

List former employers in order from most recent to least recent

Previous Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Reason for leaving position _____

Describe Position/Duties: _____

Previous Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Reason for leaving position _____

Describe Position/Duties: _____

Previous Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Reason for leaving position _____

Describe Position/Duties: _____

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS:

CIVIC AND COMMUNITY INVOLVEMENT:

Please explain any gaps in employment history: _____

PERSONAL STATEMENTS: As a means of learning more about you and your qualifications, we ask that you respond to the prompt below. Please answer the prompt directly and cite examples to support your position.

Describe your leadership style and how you would approach working with all stakeholders to provide the best educational programs and services possible within the financial resources available. (Limit 1 page)

REFERENCES: List three, two of whom are your 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).

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

BACKGROUND: Please answer each question.

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 while your conduct was under investigation or review? Yes ___ No ___

If applicable, has your contract in a prior position ever been non-renewed Yes ___ No ___ N/A ___

If applicable, 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 ___ N/A ___

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 ___

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that the Regional School Unit 63 contacts in connection with my employment application to fully provide the Regional School Unit 63 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 Regional School Unit 63 its agents and officials or against any provider of such information.

I understand that information submitted 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. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Date

Signature

Printed name _____

NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF REGIONAL SCHOOL UNIT 63. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATUTE.