

Application for Administrative Position

PLEASE TYPE OR PRINT

<p>Return to:</p> <p>School Union #29 1146 Maine Street Poland, Maine 04274 207-998-2727 x 100</p>	<p>Application form fully completed Copies of transcript(s) References (5) Copy of Maine Certification(s) YES to any questions in the background section explained Background check Application signed Screener Interview by _____ Date: _____</p> <p style="text-align: right; font-size: 1.2em; font-weight: bold; opacity: 0.5;">OFFICE USE ONLY</p> <p>High Rec Rec Cond Do not Rec</p>
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PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER	DATE
CONTACT ADDRESS (NUMBER/STREET/P.O. BOX)		CITY	STATE	ZIP CODE
PERMANENT ADDRESS (NUMBER/STREET/P.O. BOX)		CITY	STATE	ZIP CODE
CONTACT TELEPHONE	PERMANENT TELEPHONE			
CURRENT POSITION - TITLE	IMMEDIATE SUPERVISOR	CITY & STATE	TELEPHONE	
POSITION DESIRED			DATE AVAILABLE FOR EMPLOYMENT	

EDUCATIONAL BACKGROUND					
NAME OF COLLEGE/UNIVERSITY ATTENDED	NUM. OF YRS. ATTENDED	DEGREE EARNED	MAJOR		MINOR
LOCATION OF COLLEGE/UNIVERSITY			SEM. HRS	GPA	SEM. HRS GPA
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LOCATION OF COLLEGE/UNIVERSITY			SEM. HRS	GPA	SEM. HRS GPA
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LOCATION OF COLLEGE/UNIVERSITY			SEM. HRS	GPA	SEM. HRS GPA

CERTIFICATION					
TYPE OF CERTIFICATION	LEVEL	ENDORSEMENT	VALIDATION DATE	EXPIRATION DATE	STATE
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REGULAR TEACHING EXPERIENCE

List every regular teaching experience with the most recent first. Use additional pages if necessary.

SCHOOL	PRINCIPAL'S NAME	GRADES	FROM (MM/YY)	TO (MM/YY)	REASON FOR LEAVING
CITY & STATE		SUBJECTS			
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CITY & STATE		SUBJECTS			
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CITY & STATE		SUBJECTS			
SCHOOL	PRINCIPAL'S NAME	GRADES	FROM (MM/YY)	TO (MM/YY)	REASON FOR LEAVING
CITY & STATE		SUBJECTS			

ADMINISTRATIVE EXPERIENCE

SCHOOL	IMMEDIATE SUPERVISOR	POSITION/TITLE	FROM (MM/YY)	TO (MM/YY)	REASON FOR LEAVING
CITY & STATE					
SCHOOL	IMMEDIATE SUPERVISOR	POSITION/TITLE	FROM (MM/YY)	TO (MM/YY)	REASON FOR LEAVING
CITY & STATE					
SCHOOL	IMMEDIATE SUPERVISOR	POSITION/TITLE	FROM (MM/YY)	TO (MM/YY)	REASON FOR LEAVING
CITY & STATE					

MILITARY EXPERIENCE			
BRANCH OF SERVICE	HIGHEST RANK	DUTIES	TOTAL YEARS

REFERENCE INFORMATION

Please list the names of five persons possessing knowledge of personal (maximum of two) and professional competence to provide reference information about you with respect to the position or positions for which you have applied:

PROFESSIONAL	1	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
	2	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
	3	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
	4	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
PERSONAL	5	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
	6	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE

HONORS AND SKILLS

Please list any awards/honors that would improve your candidacy for desired position(s):

Scholastic _____

Professional _____

Community _____

Please list any training, skills, or language proficiency that would improve your candidacy for desired position(s):

BACKGROUND INFORMATION

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 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 entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes No

Have you ever been convicted of a 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 you to 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 answered YES to any of the previous questions, provide full details on an additional sheet(s) 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.

OTHER WORK EXPERIENCE (PAID AND/OR VOLUNTEER)					
FIRM OR AGENCY	ADDRESS	DUTIES	IMMEDIATE SUPERVISOR	TOTAL YEARS	REASON FOR LEAVING
	CITY & STATE				
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	CITY & STATE				
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	CITY & STATE				

SHORT ANSWER NARRATIVE

DIRECTIONS: Please answer each of the questions below on a separate sheet of paper and make sure it is returned with your completed application.

1. Why did (do) you want to become an educational administrator?
2. As an educational administrator, how do (will) you know when you are successful? On what basis do (will) you judge your success as an educational administrator?
3. Can you, as an educational administrator, know too much about the personal lives of your staff members?
4. How will you go about finding what your staff members do well?
5. What do (would) you do to enhance staff communications?
6. How do (will) you get your employees/teachers excited about trying new ideas?
7. As an educational administrator, in what ways do (will) you find out what students are thinking?
8. What do (will) you do as an educational administrator to improve and maintain staff morale?
9. Upon what basis do you believe school priorities should be established?
10. How do (will) you know if your unit has reached its objectives?
11. If you had the opportunity to do anything that you wanted for one month, what would you do?
12. When you have an important decision to make, how do you make it?
13. How persuasive are you? How do you persuade people?
14. How do you prepare for your work day?

SIGNATURE

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 School Union #29 contacts in connection with my employment application to fully provide School Union #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 stress, invasion of privacy, or interference with contractual relations that I might otherwise have against School Union #29, its agent or 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 interview committee, which may include school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature: _____ Date: _____

NOTICE: All application materials become the property of School Union #29. None will be returned. Providing any false or misleading information on this 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 application/employee.

School Union #29 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.