

R.S.U. #82/M.S.A.D. #12
606 MAIN STREET
JACKMAN, ME 04945
(207) 668-7749 FAX (207) 668-4482

**APPLICATION FOR SUPERINTENDENT
POSITION**

R.S.U. #82/M.S.A.D. #12 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____
Name _____ When will you be available? _____
Permanent Address _____ Phone _____
Temporary Address _____ Phone _____
Email Address _____

EDUCATION: Transcripts, including grades, from all colleges/universities attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded (if any)	Dates Attended	Grade Point Average

CERTIFICATIONS HELD:

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 for?

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, State House Station #23, Augusta, ME 04333-0023

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 and employer and dates of employment for the past ten years. Use the back of the page if necessary. **Please account for any gaps in employment on a separate sheet.**

From Month	To Month	Position	Employer Name and Address	Supervisor Name

Number of years of teaching experience _____. Number of years of administrative experience _____.

BACKGROUND

Question (please check the appropriate answer at right)	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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?		
Has any court ever deferred, filed, or dismissed proceeding 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)?		

If you have answered YES to any of the previous questions, provide full details below, including with respect to court actions, the date, the offense in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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).

Name

Position

Address

Phone

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 M.S.A.D. #12 contacts in connection with my employment application to fully provide M.S.A.D. #12 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 M.S.A.D. #12, 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.

Signature and Date

APPLICATION FOR SUPERINTENDENT POSITION CHECKLIST

This application cannot be evaluated unless all of the following items have been provided:

- ___ Application form fully completed, signed, and dated
- ___ Gaps in employment during the past ten years explained
- ___ YES, answers to any of the questions in the Background section are explained
- ___ Copies of Transcripts
- ___ Copies of Maine Certifications
- ___ Resume
- ___ Three letters of reference

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #12. NONE WILL BE RETURNED. PROVIDING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN HIRED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

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