

RSU #26 -Orono
10 Goodridge Drive
Orono, Maine 04473
207-866-7110

APPLICATION FOR ADMINISTRATIVE POSITION

RSU #26 ORONO 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 _____

Permanent Address _____

Phone _____ Email _____

When will you be available? _____

EDUCATION: 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>Location</u>	<u>Degree</u>	<u>No of Yrs Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 your most current or recent experience. Please account for any gaps in employment on a separate page.

<u>No. of Years</u>	<u>Dates From/To</u>	<u>Position</u>	<u>Employer Name, Address and Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other relevant work experience and achievements: _____

CERTIFICATION: List certification(s) you hold and provide copies of certification.

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine 04333.

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 been approved? 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

If you have answered yes to any of the previous questions, please provide the date and explanation.

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).

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

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 #26 Orono contacts in connection with my employment application to fully provide RSU #26 Orono 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 #26 Orono, 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.

Date

Signature

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

- | | |
|--|--|
| <input type="checkbox"/> Application form fully completed | <input type="checkbox"/> Copies of Transcript(s) |
| <input type="checkbox"/> Copy of Maine Certification(s) | <input type="checkbox"/> Resume |
| <input type="checkbox"/> Gaps in employment during the past ten years explained | <input type="checkbox"/> Application signed |
| <input type="checkbox"/> YES to any of the questions in the Background section explained | |
| <input type="checkbox"/> Three letters of reference | |

NOTE: All application materials become the property of RSU #26 Orono. 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.

NOTE: Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.