

# ADMINISTRATOR APPLICATION

M.S.A.D. NO. 72  
124 Portland Street  
Fryeburg, Maine 04037  
TEL: (207) 935-2600 FAX: (207) 935-3787

M.S.A.D. NO. 72 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? \_\_\_\_\_

E-mail: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Temporary Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

EDUCATION: Transcripts, including grades, from all colleges/universities attended must be provided.

<u>College/Univ. Attended</u>	<u>Location</u>	<u>Number of Degree</u>	<u>Years 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.

<u>Position</u>	<u>Dates From/To</u>	<u>Employer Name &amp; Tel No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other relevant work experience and achievements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-Continued-

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. Tel (207) 624-6603.*

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?  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 charged with or investigated for sexual abuse or harassment.  Yes  No

Have you ever been convicted of a crime (other than a minor traffic offense)?  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 had a professional license or certificate suspended or revoked in any state, or 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 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

**If you have answered YES to any of the previous questions, provide full details on an additional sheet 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.**

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. No. 72 contacts in connection with my employment application to fully provide M.S.A.D. No. 72 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, contractual relations that I might otherwise have against M.S.A.D. No. 72, 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. I give my consent to this disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION FOR ADMINISTRATIVE POSITION 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
- \_\_\_\_\_ YES to any of the questions to Background section explained
- \_\_\_\_\_ Three letters of reference
- \_\_\_\_\_ Application signed

**NOTE :** ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. NO. 72. 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.