

## Application for Administrative Position

PLEASE TYPE OR PRINT

|   |   |
|---|---|
| <p><b>Return to:</b></p><br><p>RSU #16<br/>                 3 Aggregate Street<br/>                 Poland, Maine 04274</p> | <div style="float: right; font-style: italic; font-size: 1.2em; border: 1px solid gray; padding: 2px;">OFFICE USE ONLY</div> <p> <input type="checkbox"/> Application form fully completed<br/> <input type="checkbox"/> Copies of transcript(s)<br/> <input type="checkbox"/> References (5)<br/> <input type="checkbox"/> Copy of Maine Certification(s)<br/> <input type="checkbox"/> YES to any questions in the background section explained<br/> <input type="checkbox"/> Background check<br/> <input type="checkbox"/> Application signed<br/> <input type="checkbox"/> Screener<br/> <input type="checkbox"/> Interview by _____ Date: _____<br/> <input type="checkbox"/> High Rec    <input type="checkbox"/> Rec    <input type="checkbox"/> Cond    <input type="checkbox"/> Do not Rec                 </p> |
|---|---|

| 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 |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR    |     | MINOR           |
| LOCATION OF COLLEGE/UNIVERSITY      |                       |               | SEM. HRS | GPA | SEM. HRS    GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR    |     | MINOR           |
| LOCATION OF COLLEGE/UNIVERSITY      |                       |               | SEM. HRS | GPA | SEM. HRS    GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR    |     | MINOR           |
| 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 |              |            |                    |
| SCHOOL       | PRINCIPAL'S NAME | GRADES   | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| CITY & STATE |                  | SUBJECTS |              |            |                    |
| SCHOOL       | PRINCIPAL'S NAME | GRADES   | FROM (MM/YY) | TO (MM/YY) | REASON FOR LEAVING |
| 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 |        |                      |             |                    |
|   |              |        |                      |             |                    |
|   |              |        |                      |             |                    |
|   |              |        |                      |             |                    |

## 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 RSU #16 contacts in connection with my employment application to fully provide RSU #16 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 RSU #16, 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 RSU #16. 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.

*RSU #16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.*