



Regional School Unit 40

Friendship • Union • Waldoboro • Warren • Washington
P.O. Box 701 Union, Maine 04862
Phone (207) 785-2277 • Fax (207) 785-3119
www.msad40.org

Administrative Staff Application

RSU 40 and the Maine Department of Education require all employees to have a current Maine Criminal History Record Check (CHRC). You are able to make your appointment for fingerprinting through the Department of Education website at <http://www.informe.org/cgi-bin/doe/fingerprint.pl>.

Date _____ Position(s) applying for: _____

Name _____

When will you be available? _____

Email Address _____

Permanent Address _____ Phone _____

Temporary Address _____ Phone _____

Education: Transcripts, including grades, from all colleges attended must be provided. It is essential that this section be completed accurately unless it is included in a resume.

<u>College/University Attended</u>	<u>Location</u>	<u>Degree</u>	<u>Years Completed</u>

Experience: 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. It is essential that this section be completed accurately unless it is included in a resume.

<u>No. of Years</u>	<u>Dates From/To</u>	<u>Position</u>	<u>Employer Name, Address & Telephone No.</u>

Other relevant work experience and achievements (unless included in a resume):

Certification: Provide copies of your Maine certificate(s).

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible?
(Candidates who do not hold Maine certification should contact the Maine Department of Education, Certification Office, Augusta, Maine 04333.)

Background:

Do you have an immediate or extended family relationship with any RSU 40 employee or board member? Yes No

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 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 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 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 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 court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

References: List three people who can comment on your ability and whom we may contact. Please include your most recent supervisor. In addition, please provide three current 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 40 contacts in connection with my employment application to fully provide RSU 40 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 40, 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, staff, and members of the community. I give my consent to this disclosure.

Signature

Date

Application checklist: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Cover letter
- Application, fully completed
- Resume
- Copies of Maine Certificate(s)
- Copies of college transcript(s)
- Three current letters of reference
- 1-2 page summary of your ideas for how we can best improve student learning

All application materials become the property of RSU 40. None will be returned.

Providing any false or misleading information on this application or during the 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.

Employment cannot be finalized until the applicant has completed requirements for a background check and fingerprinting as required by Maine state statute.

RSU 40 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.