

Employment Application for Professional Position

REGIONAL SCHOOL UNIT NO. 2

7 Reed Street
Hallowell, Maine 04347

[Created 3/19/09]

OFFICE

Date Received: _____
Comments: _____

ADMINISTRATIVE

Position Interviewed for: _____

Interviewed by: _____ Date: _____
Interviewed by: _____ Date: _____
Interviewed by: _____ Date: _____
Interviewed by: _____ Date: _____
Interviewed by: _____ Date: _____
Interviewed by: _____ Date: _____

REGIONAL SCHOOL UNIT NO. 2 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ **Date:** _____

Permanent address: _____

Telephone number: _____

Temporary address: _____

Telephone number(s): _____

Email address: _____

Date you will be available _____

Position applying for: _____

Grade level (if application): Primary [K-2] Elementary [3-5] Middle [6-8] High School [9-12]

Subject area(s) (if applicable):

Art	Business	English
Home Economics	Mathematics	Music
Physical Education	Science	Social Studies
Special Education	French	Japanese
Latin	Spanish	Other _____
Other _____		

EDUCATION: Starting with high school, list all schools or colleges you have attended. Copies of college/ university transcripts, including grades, must accompany application.

<u>High School(s) Attended</u>	<u>Address</u>	<u>Dates Attended</u>	<u>Date of Graduation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Undergraduate Study			
<u>School(s) Attended</u>	<u>Address</u>	<u>Dates Attended</u>	<u>Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Graduate Study			
<u>School(s) Attended</u>	<u>Address</u>	<u>Dates Attended</u>	<u>Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:

Reading _____ Major (Subject: _____) _____ Major (Subject: _____) _____
 Math _____ Minor (Subject: _____) _____ Minor (Subject: _____) _____
 Special Education _____

List college/university activities, honors and awards

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

<u>Certification Type</u> (specify grades covered)	<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 certifications are you applying and eligible?

Date applied for Maine certification: _____

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.

RETIREMENT: are you a member of the Maine State Retirement System [MSRS]? Yes No

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 you 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 below, including, with respect to court actions, the date, offense in question and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

FALSE STATEMENTS: Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or having been employed shall be immediate cause for dismissal/discharge.

CONSENT AND WAIVER: 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 Regional School Unit No. 2 contacts in connection with my employment application to fully provide Regional School Unit No. 2 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 Regional School Unit No. 2, 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

Date

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

- Application form is fully completed
- Transcripts are attached
- Maine Certification(s) are attached
- Resume is attached
- Gaps in employment during the past ten years explained
- Three letters of reference are attached
- Illustration of teaching/administrative philosophy completed
- YES to any of the questions in the BACKGROUND section fully explained
- Application is signed and dated

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU #2 AND WILL BE RETAINED FOR A 3 YEAR PERIOD. NONE WILL BE RETURNED.

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

NARRATIVE STATEMENT: Please attach or use the space provided to write in narrative form a brief statement including, but not restricted to, the reasons you wish to teach, the approach or teaching techniques which you would use in the classroom and what qualities you think you have which make you a good teacher. Candidates for administrative positions should address their administrative style, techniques and strengths.

NAME: _____ **DATE:** _____