

MAINE SCHOOL ADMINISTRATIVE DISTRICT #46

DEXTER EXETER GARLAND RIPLEY

10 Spring Street, Dexter, ME 04930

Tel: (207) 924-5262 Fax: (207) 924-7660



Kevin T. Jordan
Superintendent of Schools

Judy Brown
Secretary

Sandra Padham
Administrative Assistant

Betty Towle
Secretary

APPLICATION

_____ **Position**

Maine School Administrative District No. 46 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____ Home Phone _____
Work Phone _____
Contact: Home [] Work []

E-Mail Address: _____

APPLICATION INSTRUCTIONS

A person will only be considered an applicant when the following are received:

1. A letter of interest.
2. A resume.
3. A completed and signed application form.
(Please give all information requested on the application even though the same information is on your resume.)
4. At least three (3) references.
5. A copy of your current certificate from the State of Maine.
6. Complete college/university transcripts.

Send all information to
M.S.A.D. #46
Superintendent of Schools
10 Spring Street
Dexter, ME 04930

Please note:
All application materials will be retained
by M.S.A.D. #46 for two (2) years.

CURRENT SCHOOL DISTRICT INFORMATION

Are you presently under contract to a school system? Yes [] No []

If yes, when does your contract expire? _____

Name of System _____ State _____ Office Phone _____

Position _____ Present Salary \$ _____

What date would you be available to begin work in M.S.A.D. #46 _____

CERTIFICATION INFORMATION

Are you currently certified as an Administrator or a Teacher in the State of Maine?

Yes [] (Expiration Date _____) No []

Have you had your fingerprints taken for the Criminal History Record Check as required by the Maine

State Department of Education? Yes [] No [] If Yes, where _____

_____ and when _____

ACADEMIC AND PROFESSIONAL TRAINING

Colleges/Universities Attended	Location	Degree/Year Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please have copies of your college/university transcripts and any other credentials on file sent to the Superintendent of Schools at the address on this application.

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

PROFESSIONAL EXPERIENCE (Please list beginning with your current or most recent experience)

Number of Years	Dates From/To	Position/Responsibilities	School District

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS_

CIVIC AND COMMUNITY INVOLVEMENT_

REFERENCES

List at least three (3) persons, two of whom are your most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three (3) letters of reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Telephone

OTHER INFORMATION

The M.S.A.D. #46 Board of Directors is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

Have you ever been disciplined, discharged, or asked to resign from a prior position?
Yes [] No []

Have you ever been charged with or investigated for sexual abuse of another person?
Yes [] No []

Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime other than a minor traffic offense? Yes [] No []

If you have answered "Yes" to any of the above, please explain in detail on separate paper.

NOTE: Criminal charges, arrests, or conviction of a crime are not automatic bars to employment.

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.

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 a state agency (including Child Protective Services), or any local or federal agency. I further authorize any persons, agencies or entities that M.S.A.D. #46 contacts in connection with my employment application to fully provide M.S.A.D. #46 any information requested. 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 M.S.A.D. #46 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 screening and interview committees which will include other than school board members (e.g., staff, parents, or other citizens), and I give my consent thereto.

Confidentially of application information will be maintained in accordance with Maine statutes. Directory information may be released without prior notice being made to the candidate.

Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.

Date _____

Signature _____

Social Security No: ____ / ____ / ____

Date of Birth: ____ / ____ / ____