



City of
AUGUSTA
Maine
Department of Public Schools

EMPLOYMENT APPLICATION
ADMINISTRATOR

THE AUGUSTA SCHOOL BOARD OF EDUCATION DOES NOT DISCRIMINATE IN THE OPERATIONS OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____

Position(s) Applying For: _____

When will you be available? _____

PERSONAL INFORMATION:

Name: _____
(Last) (First) (Middle)

Home Phone: _____ Daytime Phone: _____

Email Address: _____

Address: _____
(Mailing Address)

(City) (State) (Zip)

CERTIFICATION INFORMATION: *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 certification, 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, 23 State House Station, Augusta, Maine 04333-0023; Telephone (207) 624-6603.*

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

ACADEMIC AND PROFESSIONAL TRAINING: *Transcripts, including grades, from all college(s) and university(s) attended must be provided.*

<u>Colleges/Universities Attended</u>	<u>Location</u>	<u>Degree</u>	<u>No. of Years Completed</u>

Major field of study: (*Undergraduate*) _____ Number of semester hours: _____
Minor field of study: (*Undergraduate*) _____ Number of semester hours: _____
Major field of study: (*Graduate*) _____ Number of semester hours: _____
Minor field of study: (*Graduate*) _____ Number of semester hours: _____
Date last professional course taken: _____

PROFESSIONAL EXPERIENCE: *A resume must be provided. Please list all positions held for the past ten years, beginning with your current or most recent employment. Account for any gaps in employment on a separate page.*

<u>Position</u>	<u>Employer</u>	<u>Employer Address</u>	<u>Dates (From /To)</u>

Number of years of *teaching* experience: _____
Number of years of *administrative* experience: _____

WRITTEN RESPONSES *Please attach a written response for the following:*

- 1. Please share your philosophy of leadership and how you would lead a school-wide initiative expected for an entire district.*
- 2. Describe a time when you successfully supported a teacher-led change for school improvement.*

MAJOR ACCOMPLISHMENT(S): _____

OTHER WORK EXPERIENCE AND ACHIEVEMENTS: (Indicate type of work, length of service, name and address of employer, and dates)

CIVIC AND COMMUNITY INVOLVEMENT:

REFERENCES; *Please provide the names of three to five references and indicate by number if they best know of : (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic or other attainments. In addition, please provide three current letters of reference from persons who are not related to you (may be from references listed below).*

<u>Full Name</u>	<u>Address</u>	<u>Phone</u>	<u>Position</u>	<u>Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER INFORMATION; *The Augusta Board of Education 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 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 address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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 the Augusta School Department contacts in connection with my employment application to fully provide the Augusta School Department 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 the Augusta School Department, 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.

I understand that providing 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.

Applicant's Signature

Date

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

- _____ Application form fully completed
- _____ Application signed
- _____ Copies of Transcript(s)
- _____ Copies of Maine Certification(s)
- _____ Resume
- _____ Gaps in employment during the past ten years explained
- _____ Written Responses
- _____ YES to any of the questions in the Background section explained
- _____ Three (3) signed letters of recommendation

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE AUGUSTA SCHOOL DEPARTMENT. NONE WILL BE RETURNED.

The Augusta School Department is an Equal Opportunity/Affirmative Action Employer.