

RIVER VALLEY SCHOOL DISTRICT
M.S.A.D. #52
486 Turner Center Road ● Turner ● Maine 04282

APPLICATION FOR GENERAL ADMINISTRATIVE POSITION

The Board of Directors does not discriminate in the operation of its education and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

Name _____
Last First Middle
Address _____ **Home Phone** _____

Office Phone _____
City State Zip

Position applying for: _____

I may be contacted: [] at work [] at home (Please check)

LIST OF APPLICATION MATERIALS REQUIRED

A person will be considered an applicant only when the following items are received (check indicates receipt):

- ___ 1. A letter of application
- ___ 2. A current resume
- ___ 3. At least three current letters of reference
- ___ 4. College/University transcripts (if applicable)
- ___ 5. Appropriate Maine certification or evidence that you are eligible for certification in Maine and have submitted an application (if applicable)
- ___ 6. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume)

All application documents listed above must be received for consideration

CURRENT SCHOOL DISTRICT INFORMATION

Are you presently under contract? Yes ___ No ___

If so, when does your contract expire? _____

Name of system _____ State _____

Position _____

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

<u>Number Years</u>	<u>Dates From/To</u>	<u>Position/Responsibilities</u>	<u>Employer</u>

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

REFERENCES - Please list the names of three of the people providing the current letters of reference you sent with your initial application and indicate by number which of them best know: (1) your work abilities; (2) your personal qualities and character traits; or (3) your scholastic or other attainments.

<u>#</u>	<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>

OTHER INFORMATION - The M.S.A.D. #52 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 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 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 or 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 M.S.A.D. #52 Board of Directors contacts in connection with my employment application to fully provide the M.S.A.D #52 Board of Directors 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 M.S.A.D. #52 Board of Directors, its agents and officials, Maine School Management Association, 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.

Date

Signature

NOTE:

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE M.S.A.D. #52 SCHOOL DISTRICT. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene * Leeds * Turner

486 Turner Center Road

Turner, Maine 04282

N. KIMBERLY BRANDT
SUPERINTENDENT

THOMAS AMBROSE
ASSISTANT SUPERINTENDENT

DEBORAH ROBERTS
BUSINESS MANAGER

DEBORAH ALDEN
DIRECTOR OF SPECIAL EDUCATION

Department of Public Safety
Bureau of Identification – Records Division
42 State House Station
Augusta, ME 04333

To Whom It May Concern:

MSAD 52 requests a criminal background check on the applicant identified below:

Last Name: _____

Maiden Name: _____

First Name: _____

Middle Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____

Social Security Number: _____

Position at MSAD 52: _____

Signature: _____

Sincerely,



Kimberly Brandt, Superintendent

Revised: August 2016

SUPERINTENDENT'S OFFICE
207-225-1000 OPTION #1
FAX 207-225-5608

BUSINESS OFFICE
207-225-1000 OPTION #4
FAX 207-225-5608

SPECIAL EDUCATION OFFICE
207-225-1025
FAX 207-225-5608