



REGIONAL SCHOOL UNIT 16

Mechanic Falls • Minot • Poland
3 Aggregate Road, Poland, ME 04274

APPLICATION FOR ADMINISTRATOR STAFF

PERSONAL INFORMATION

Name Last First Middle **SSN** Last 4 Digits

Address Street City State Zip

Email **Phone**

Position applying for:

LIST OF APPLICATION MATERIALS REQUIRED

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

1. A letter of application
2. A current resume (education, experience)
3. At least three signed **current** letters of reference
4. College/University transcripts
5. A copy of your Maine certificate or evidence that you are eligible for certification in Maine and have submitted an application
6. A completed and signed application form.

All application documents listed above must be received for consideration

CURRENT SCHOOL DISTRICT INFORMATION

Date available for employment?

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

If so, when does your contract expire?

REFERENCES - Please list the names of at least three of the people, including direct supervisor, providing the current letters of reference included in this application and indicate by number which of them best know you: (1) ability as a teacher; (2) personal qualities and character traits; (3) scholastic or other attainments.

#	Name	Position	Phone
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OTHER INFORMATION - The RSU 16 School Board 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 the RSU 16 School Board contacts in connection with my employment application to fully provide the RSU 16 School Board 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 RSU 16 School Board, 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 RSU 16 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.

Revised: June 5, 2023

RSU 16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.