

CURRENT SCHOOL DISTRICT INFORMATION

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

If so, when does your contract expire? _____

Name of system: _____ State: _____

Position: _____ Present Salary: _____

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

| Type | State | Endorsement | Date of Expiration |
|-------|-------|-------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

NOTE: Candidates who do not hold Maine Certification should contact the Maine Department of Education, Division of Certification and Placement, State House Station 23, Augusta, Maine 04333-0023, 207-287-5944.

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

| College/University Attended | Location | Degree | No. of Years Completed |
|-----------------------------|----------|--------|------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

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

| Number of Years | Dates From/To (month/year) | Position/Responsibilities | School System |
|------------------------|-----------------------------------|----------------------------------|----------------------|
| _____ | _____ to _____ | _____ | _____ |
| _____ | _____ to _____ | _____ | _____ |
| _____ | _____ to _____ | _____ | _____ |
| _____ | _____ to _____ | _____ | _____ |
| _____ | _____ to _____ | _____ | _____ |
| _____ | _____ to _____ | _____ | _____ |
| _____ | _____ to _____ | _____ | _____ |

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

CIVIC AND COMMUNITY INVOLVEMENT

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 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 court actions, dates, offense(s) in question, and the address(es) of the court(s) involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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

| Name | Position | Address | Telephone |
|-------|----------|---------|-----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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 Lewiston School Department contacts in connection with my employment application to fully provide Lewiston 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 Lewiston School Department, 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 LEWISTON SCHOOL DEPARTMENT. 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 THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

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

Lewiston School Department is an Equal Opportunity Employer

FOR OFFICE USE:

APPLICATION FOR ADMINISTRATOR POSITION CHECK LIST The completed employment application cannot be evaluated until all of the following materials have been provided:

- _____ Application form fully completed
- _____ Copies of Transcript(s)
- _____ Copy of Maine Certification(s)
- _____ Résumé
- _____ Gaps in employment during the past ten years explained
- _____ **YES** to any of the questions in the Background section explained
- _____ Three letters of reference
- _____ Application signed

Approved by Supt. 12/5/00