

Westbrook School Department

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APPLICATION FOR ADMINISTRATIVE POSITION

THE WESTBROOK SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____

Position(s) applying for: _____

Name _____

When will you be available? _____

Permanent Address _____

Phone _____

Temporary Address _____

Phone _____

EDUCATION: Transcripts, including grades, from all college(s)/university(ties) attended must be provided. It is essential that this section be completed accurately.

<u>College/University Attended</u>	<u>Location</u>	<u>Degree</u>	<u>Number of Years Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved. Please list below positions held, employer and dates of employment for the past ten years beginning with your most current or recent experience. Please account for any gaps in employment on a separate page.

<u>No. of Years</u>	<u>Dates From/To</u>	<u>Position</u>	<u>Employer Name, Address & Telephone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other relevant work experience and achievements:

CERTIFICATION: 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 certificate, 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, Certification Office, Augusta, Maine 04333.

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, 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.

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

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

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 Westbrook School Department contacts in connection with my employment application to fully provide the Westbrook 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 Westbrook 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, staff, and members of the community. I give my consent to this disclosure.

Signature/Date

I hereby give permission to contact the employers and references listed above concerning my prior work experience.

Signature/Date

Please indicate if there is a particular employer you do not want us to contact. _____

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

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

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE WESTBROOK 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.

NOTE: IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, EACH NEW EMPLOYEE, AS A CONDITION OF EMPLOYMENT, MUST COMPLETE THE EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9 AND PRESENT DOCUMENTATION ESTABLISHING IDENTITY AND EMPLOYMENT ELIGIBILITY.