

**LISBON SCHOOL DEPARTMENT  
19 GARTLEY STREET  
LISBON, MAINE 04250  
(207)353-6711**

**APPLICATION FOR ADMINISTRATOR POSITION**

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

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Date \_\_\_\_\_ Position (s) applying for: (Grade level, subject, other) \_\_\_\_\_

Name \_\_\_\_\_

When will you be available? \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Temporary Address \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**APPLICATION INSTRUCTIONS:**

A person will only be considered an applicant when the following are received:

1. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.
2. A letter of interest in which you describe why you have applied for this position.
3. Current letters of reference from a minimum of three persons.
4. A current resume.
5. A copy of your Maine Certificate or evidence that you are eligible for certification in Maine and have submitted an application to the Maine Department of Education.
6. College/University transcripts.

**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 \_\_\_\_\_

**CERTIFICATION INFORMATION:**

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

Type	State	Date of Expiration

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

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

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>
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**MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:**

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**OTHER WORK RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS:**

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**CIVIC AND COMMUNITY INVOLVEMENT:**

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**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 all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.** In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

<u>From (month/year)</u>	<u>To month/year)</u>	<u>Position</u>	<u>Employer</u>
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**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 while 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, credential 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 is not necessarily an automatic bar to employment.

**REFERENCES:** List three, two of whom are your most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three 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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that the Lisbon School Department contacts in connection with my employment application to fully provide the Lisbon 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 Lisbon School Department its agents and officials or against any provider of such information.

I understand that information submitted with and in support of 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 further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

**I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed name \_\_\_\_\_

**NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF LISBON SCHOOL DEPARTMENT. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.**

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**APPLICATION FOR TEACHING POSITION CHECKLIST:** 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 Credential(s)
  - \_\_\_\_\_ Resume
  - \_\_\_\_\_ 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
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