

MILLINOCKET SCHOOL DEPARTMENT

P.O. Box 30
Millinocket, ME 04462
207-723-6400
207-447-6599 (Fax)

APPLICATION FOR ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR

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

Name: _____ Date _____

Permanent Address: _____ Phone: _____

Temporary Address: _____ Phone: _____

Email Address: _____ When are you available?: _____

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

College/University Attended	Degree Awarded (if any)	No. of Yrs. Attended	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 immediately direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, ME 04333.

ESSAY QUESTIONS: Please respond to the following: Responses should be no more than one (1) page for each.

1. Discuss your philosophy on student discipline. How do you determine if discipline is effective?
2. As a school administrator, how do you define student athletics and discuss the balance and value that should exist to ensure success both on and off the field/court.

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

From (Month/Year)	To (Month/Year)	Employer and Position	Name and Telephone of Direct Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 below including with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: Please list three references, two of whom are 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).

Name	Position	Address	Telephone
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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 Millinocket School Department contacts in connection with my employment application to fully provide Millinocket School Department any information on 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 Millinocket 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, other staff, and members of the community. I give my consent to this disclosure.

Signature

Date

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

- ___ Application form fully completed on or before the posted deadline unless arrangements have been made directly with the Superintendent of Schools (if applicable)
- ___ Copies of Transcript(s)
- ___ Copy of Maine Certificate(s)
- ___ Resume
- ___ Gaps in employment during the past ten years explained
- ___ Essay Questions
- ___ YES to any of the questions in the Background section explained
- ___ Application signed and dated

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE MILLINOCKET 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 APPLICATION/EMPLOYEE.