

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33
P.O. BOX 9
FRENCHVILLE ME 04745
(207) 543-7334**

APPLICATION FOR GUIDANCE COUNSELOR

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Social Security Number: _____ - _____ - _____

Name _____
(Last) (First) (Middle)

Permanent Address _____ Phone: _____

Temporary Address _____ Phone: _____

Position(s) applying for: _____

When will you be available? _____

Are you presently under contract? _____ Date of contract expiration? _____

Present salary? _____ Minimum salary you would accept? _____

EDUCATIONAL AND PROFESSIONAL TRAINING

Transcripts of all college/ university grades must be provided

It is essential that this section be completed accurately

| | NAME OF INSTITUTION | YEAR OF GRADUATION | DIPLOMA OR DEGREE | GPA | MAJOR (S) | SEM. HRS. IN MAJOR | CPA IN MAJOR |
|---------------|---------------------|--------------------|-------------------|-----|-----------|--------------------|--------------|
| HIGH SCHOOL | | | | | | | |
| COLLEGE | | | | | | | |
| UNIVERSITY | | | | | | | |
| GRADUATE WORK | | | | | | | |
| | | | | | | | |

Have you had your fingerprints taken as required by the Criminal History Record Check? _____ YES _____ NO

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, Division of Certification and Placement, Augusta ME 04333. Tel #: 207-624-6603

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. Please account for any gaps in employment on a separate page.

| From (month/year) | To (month/year) | Position | Employer |
|-------------------|-----------------|----------|----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Number of years with teaching experience _____. On a separate sheet, please describe a specific class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

Number of years with administrative experience _____. On a separate sheet, please describe your administrative philosophy and how you could demonstrate how you care for young people.

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 letters of reference from persons who are not related to you (may be from references listed below).

| Name | Position | Address | Phone |
|-------|----------|---------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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 Maine School Administrative District No. 33 contacts in connection with my employment application to fully provide Maine School Administrative District No. 33 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 Maine School Administrative District No. 33, 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.

I agree that this application for employment in no way obligates Maine School Administrative District No. 33 to employ me. I agree that if hired, I may be required to serve a probationary period as specified in Maine School Administrative District No. 33 Personnel Policies.

Signature

Date

APPLICATION FOR PRINCIPAL POSITION CHECKLIST: The completed employment application can not 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
- _____ Illustration of your philosophy of teaching
- _____ YES to any of the questions in the Background section explained
- _____ Three letters of reference
- _____ Application signed
- _____ CHRC

NOTE: All application materials become the property of Maine School Administrative District No. 33 and will be retained for a period of three years from date of receipt. 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.

**TO ALL PROSPECTIVE EMPLOYEES OF MAINE
SCHOOL ADMINISTRATIVE DISTRICT NO. 33**

We appreciate your interest in our school district and organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in our employee selection process. For this reason, the accuracy and completeness with which the attached forms are prepared will be a factor in candidate selection. In addition, one or more personal interviews are required before nominations are made for any position.

Please feel free to call if you have questions about any of the information requested on the forms. We also encourage you to submit additional information which you think will help us in selecting the best candidate for open positions in Maine School Administrative District No. 33.

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33
IS AN EQUAL OPPORTUNITY EMPLOYER**