

# SOUTH PORTLAND SCHOOL DEPARTMENT

130 Wescott Road, South Portland, Maine 04106-3442

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www.spsd.org

## APPLICATION FOR ADMINISTRATIVE POSITION

The South Portland School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Email: \_\_\_\_\_

Position(s) applying for:

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

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

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

Colleges/Universities Attended	Location	Degree	No. of Years Completed

**LICENSE/AUTHORIZATIONS:** List license/authorization(s) you hold and provide copies.

Type	State	Date Issued	Date of Expiration
Fingerprinting (CHRC)	ME		

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, Maine 04333.*

**EXPERIENCE:** A resume must be provided. In addition to your educational background and work experience, please 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.

Number of Years	Dates From/To	Position	Employer Name, Address and Telephone Number

Other relevant work experience and achievements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**BACKGROUND:**

**Please Circle**

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|--|-----|----|
| 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 one 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 references from persons who are not related to you (may be from references listed below).

Name	Company/Position	Address	Telephone

**APPLICATION FOR ADMINISTRATIVE POSITION CHECK LIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided. Please check off the components you have provided.

- Application form fully completed
- Letter of application
- Resume
- Three current letters of reference
- Copy of Maine license or authorization(s), including fingerprinting (CHRC) approval
- Copies of transcript(s)
- Gaps in employment during the past ten years explained
- YES to any of the questions in the Background section explained
- Application signed

**SIGNATURE:**

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 South Portland School Department contacts in connection with my employment application to fully provide the South Portland 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 South Portland 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

**NOTE:** ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE SOUTH PORTLAND SCHOOL DEPARTMENT. NONE WILL BE RETURNED PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE EMPLOYEE. EMPLOYMENT APPLICATIONS WILL BE RETAINED FOR A PERIOD OF 24 MONTHS.

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