

Greenbush School Department

129 Military Road
Greenbush, Maine (ME) 04418

APPLICATION FOR ADMINISTRATION

The Greenbush School Department does not discriminate in the operation of its educational and employment policies and will comply with all applicable laws regarding discrimination.

PERSONAL INFORMATION

DATE _____

Name _____
Last Name First Name Middle Initial

Home Street Address (PO Box) _____

City _____ State _____ Zip Code _____

Home Phone # _____ Office Phone # _____

Email _____ I may be contacted: Work _____ Home _____

When will you be available? _____

EDUCATION: *Transcripts, including grades from all colleges and/or universities attended, must be provided. It is essential that this section be completed accurately.*

College/University Attended	Degree Awarded (if any)	Date Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

UNDERGRADUATE G.P.A. _____ GRADUATE G.P.A. _____

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

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

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

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

EXPERIENCE: *A resume is required. 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.*

[illegible]

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 been 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, the 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 the reference listed above).

Name: _____
Position: _____
Address: _____
Telephone #: _____

Name: _____
Position: _____
Address: _____
Telephone #: _____

Name: _____
Position: _____
Address: _____
Telephone #: _____

SIGNATURE PAGE

My signature below constitutes authorization to verify my employment history, including, without limitation, criminal arrest and conviction record checks, reference checks, and the release of Investigative Information possessed by any state, local, or federal agency. I further authorize those persons, agencies, or entities that the Greenbush School Department contacts in connection with my employment application to fully provide the Greenbush School Department with 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 Greenbush School Department, its agents, and offices, or against any provider of such information.

I understand that information submitted with this application may be disclosed to a screening and/or interviewing committee, which may include committee members, administrators, or other staff members of the community. I give my consent to this disclosure.

Date

Signature

APPLICATION FOR TEACHING POSITION CHECK LIST: The completed employment application cannot be evaluated unless all 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 year explained
- ☐ YES, to any of the questions in the Background section explained
- ☐ Three letters of reference (current)
- ☐ Application Signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE GREENBUSH SCHOOL DEPARTMENT AND WILL BE RETAINED FOR 18 MONTHS FROM THE 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 DISMISS THE APPLICANT/EMPLOYEE IMMEDIATELY

Greenbush School Department is an Equal Opportunity Employer