Maine School Administrative District 53
Burnham - Detroit - Pittsfield
Sharon M. Littlefield - Superintendent of Schools

Ignite the potential within every student, empowering them to thrive, excel, and be future-ready.

PROFESSIONAL EMPLOYMENT APPLICATION

The M.S.A.D. #53 Board of Directors does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

APPLICATION INSTRUCTIONS

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

1. A letter of application in which you describe your interest in the position for which you are applying.
2. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)
3. The personal statement requested in this application.
4. A current resume.
5. Current letters of reference from a minimum of three persons.
6. College/University transcripts.

Send all information to:

Superintendent of Schools
182 School Street
Pittsfield, Maine 04967

Please note: Upon completion of the search, all application materials will be retained by MSAD 53 for three years.

PERSONAL INFORMATION

Name

_____

Last First

Address

_____

_____

City State Zip

Phone Number(s):

_____

I may be contacted: at work ____ at home____ *(please check)*

E-mail Address:_____

CURRENT SCHOOL DISTRICT EMPLOYMENT INFORMATION (if applicable)

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

What certifications do you currently hold?

_____ _____
Certificate **Expiration Date**

ACADEMIC AND PROFESSIONAL TRAINING

Colleges/Universities	Location/Address	Degree Earned & Date

Please have copies of your college/university transcripts and any other relevant credentials on file sent to the Superintendent of Schools at the address on this application.

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

Organization Name	Membership Dates

PROFESSIONAL EXPERIENCE (Please list, beginning with your current or most recent experience.)

Employer Name & Location	Position	Years From/To

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS:

CIVIC AND COMMUNITY INVOLVEMENT:

PERSONAL STATEMENT - As a means of learning more about you, please answer the question below and cite examples to support your statements. Your response should be limited to no more than one page. Please attach a separate page with your response.

Describe three personal and/or professional characteristics you would bring to service in the communities of MSAD #53.

REFERENCES - Please list the names of three current references and indicate by number which of them best know:

(1) your professional qualifications
(2) your personal qualities and character traits; or
(3) your scholastic or other attainments.

Name	Employer or Relationship to Applicant	Contact Information: Phone, email address

OTHER INFORMATION - The M.S.A.D. #53 Board of Directors is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

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.

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 M.S.A.D. #53 Board of Directors contacts in connection with my employment application to fully provide the M.S.A.D. #53 Board of Directors 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 M.S.A.D. #53 Board of Directors, its agents and officials, Maine School Management Association, 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.

_____ _____

Date Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE M.S.A.D. #53 SCHOOL DISTRICT. 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.

Maine School Administrative District #53 is an Equal Opportunity Employer.