



**Regional School Unit 13  
Office of the Superintendent**

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**John C. McDonald**  
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Director of Curriculum, Assessment, and Instruction

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Business Manager

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Human Resource Director

## APPLICATION FOR EXTRA-CURRICULAR POSITION

THE **REGIONAL SCHOOL UNIT 13** DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date \_\_\_\_\_ For the position of \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

<b>EDUCATIONAL BACKGROUND</b>			
NAME OF SCHOOL & LOCATION	YEARS ATTENDED	GRADE COMPLETED	YEAR OF GRADUATION
High School			
Trade School			
College			
Other			

**SPECIAL SKILLS:**

What other special skills do you have or licenses do you hold that may be relevant to this position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Please list below all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.** In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

Present Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Describe in detail duties performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving position \_\_\_\_\_

**(List former employers in order from most recent to least recent)**

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Describe in detail duties performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving position \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Describe in detail duties performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving position \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Describe in detail duties performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving position \_\_\_\_\_

**Please explain any gaps in employment history:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COACHING PHILOSOPHY:** Please include a statement of coaching philosophy.

## **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 while your conduct was under investigation or review? Yes \_\_\_\_ No \_\_\_\_

If applicable, has your contract in a prior position ever been non-renewed Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

If applicable, 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 \_\_\_\_ N/A \_\_\_\_

Have you ever been investigated for discrimination, sexual abuse or harassment of another person? 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 \_\_\_\_

If you have answered YES to any of the previous questions, please provide full details on an additional sheet.

**REFERENCES:** List three, two of whom are your 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).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process. I further authorize those persons, agencies or entities that the REGIONAL SCHOOL UNIT 13 contacts in connection with my employment application to fully provide the REGIONAL SCHOOL UNIT 13 any information on the matters set forth above, including the circumstances surrounding any separation from employment. 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 REGIONAL SCHOOL UNIT 13 its agents and officials 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 board members, administrators, other staff, and members of the community. I give my consent to this disclosure. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

**I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Printed name \_\_\_\_\_

**NOTE:**

1. ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF **REGIONAL SCHOOL UNIT 13**. NONE WILL BE RETURNED.
2. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATUTE.
3. PRIOR CRIMINAL HISTORY, CONVICTION OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC BAR TO EMPLOYMENT – THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.