

**Mt. Blue Regional School District/RSU 9**  
**129 Seamon Road, Suite 2**  
**Farmington, ME 04938**  
(207) 778-6571

**APPLICATION FOR ASSISTANT BUSINESS MANAGER POSITION**

RSU 9 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

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

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

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

<u>College/University Attended</u>	<u>Location /Degree</u>	<u>Number of Years Completed</u>

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 beginning with your most current or recent experience. Please account for any gaps in employment on a separate page.

<u>Position</u>	<u>Employer Name, Address &amp; Telephone No.</u>	<u>Dates From/To</u>	<u>No. of Years</u>

Other relevant work experience and achievements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CERTIFICATION: List certification(s) you hold and provide copies of certification(s) with application.

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
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CHRC APPROVAL: Do you have your CHRC Approval (Criminal History Records Check) from the Maine Department of Education?

Yes \_\_\_\_\_ No \_\_\_\_\_ If you checked Yes, you must provide a copy with this application. If you checked No please be aware employment cannot be finalized until the applicant has received CHRC Approval from the Maine DOE.

**NOTE:** Candidates who do not hold a Maine DOE CHRC Approval should direct an inquiry to the Maine Department of Education, 23 State House Station, Augusta, Maine 04333-0023, PH. 207-624-6603, or website - [www.maine.gov/doe/cert](http://www.maine.gov/doe/cert)  
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 being the most recent, supervisors who can comment on your ability and whom we may contact. In addition, please provide three **signed** letters of reference, written within the past three years, 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>
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PERSONAL STATEMENT: As a means of learning more about you, the search committee requests that you attach to your application a written response to the following question: *“What characteristics impress you as most important for success as a district administrator?”* Please answer the question directly and cite examples to support your position(s). The response should be limited to one page.

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 Mt. Blue RSD contacts in connection with my employment application to fully provide the Mt. Blue RSD 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 Mt. Blue RSD, 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, staff, and members of the community. I give my consent to this disclosure.

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Signature/Date

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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MT. BLUE REGIONAL 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.

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

APPLICATION FOR ADMINISTRATIVE POSITION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided by the closing date:

- \_\_\_\_\_ Application form fully completed and signed
- \_\_\_\_\_ Response to Personal Statement
- \_\_\_\_\_ Copies of Transcript(s)
- \_\_\_\_\_ Copy of Maine Certification(s) and CHRC Approval
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Gaps in employment during the past ten years explained
- \_\_\_\_\_ YES to any of the questions in the Background section explained
- \_\_\_\_\_ Three signed current letters of reference