



MSAD 6 - Bonny Eagle School District
Post Office Box 38, 100 Main Street
Bar Mills, Maine 04004-0038
(207) 929-3831 • 642-2480

APPLICATION FOR CURRICULUM COORDINATOR

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 6 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date: _____

Name: _____

When will you be available? _____

Social Security No.: - -

Permanent Address: _____

Home Phone: _____

Email Address: _____

Cell Phone: _____

Temporary Address: _____

Phone: _____

EDUCATION

**Transcripts, including grades, from all college/university attended MUST be provided.
 It is essential that this section be completed accurately.**

College/University Attended	Degree Awarded (If Any)	Number of Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:

_____	Reading	_____	Major (Subject: _____)
_____	Math	_____	Minor (Subject: _____)
_____	Special Ed	_____	

CERTIFICATION

List certification(s) you hold and provide copies of certification.

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

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 04333-0023.

EXPERIENCE

A resume **MUST** be provided. 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.

From (Month/Year)	To (Month/Year)	Position	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years of teaching experience _____. Number of years of administrative experience _____.

ESSAY:

Leadership and facilitating change in an educational organization is complex. Please select a change effort completed and describe in detail how you planned and facilitated the change.

BACKGROUND

Were you ever known by any other name? Yes No
 If yes, please list: _____

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 reemployment in a prior position or ever had your nomination for reemployment 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 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 reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 MSAD #6 contacts in connection with my employment application to fully provide MSAD #6 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 MSAD #6, 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

APPLICATION FOR CURRICULUM COORDINATOR POSITION CHECKLIST

The completed employment application cannot be evaluated unless all of the following materials have been provided:

- | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Application form fully completed | <input type="checkbox"/> Essay question |
| <input type="checkbox"/> Copies of Transcript(s) | <input type="checkbox"/> YES to any of the questions in the |
| <input type="checkbox"/> Copy of Maine Certification(s) | Background Section explained |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Three current letters of reference |
| <input type="checkbox"/> Gaps in employment during the past ten years explained | <input type="checkbox"/> Application signed |

NOTE

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD #6. 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.