



Maine School Administrative District No. 6  
 100 Main Street, P.O. Box 38, Bar Mills, Maine 04004-0038  
 (207) 929-3831 • 642-2480

APPLICATION FOR PRINCIPAL

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: _____ Social Security No.: <input type="text"/> - <input type="text"/> - <input type="text"/> Permanent Address: _____ _____ Temporary Address: _____ _____	Position(s) applying for: (Grade level, subject, other) _____ _____ When will you be available? _____ Phone: _____ _____ Phone: _____ _____
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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, Certification Office, Augusta, Maine 04333.**

**EXPERIENCE**

*A resume MUST be provided. In addition to educational background and work experience, include extracurricular 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.*

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

Number of years of administrative experience \_\_\_\_\_. On a separate sheet, please answer the following questions: 1. Please list and describe three challenging problems that, in spite of your best efforts, you were unable to solve to your own satisfaction; and 2. What three personal and/or professional characteristics impress you as most important for a successful principalship.

**BACKGROUND**

The MSAD 6 Board of Directors are committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

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 PRINCIPAL CHECKLIST**

*The completed employment application cannot be evaluated unless all of 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 years explained
- Response to essay questions
- YES to any of the questions in the Background Section explained
- Three current letters of reference
- 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.