

**Oxford Hills Technical School (MVR #11)**  
256 Main Street, South Paris, ME 04281  
(Mailing Address: P.O. Box 313, Norway, ME 04268)  
Telephone: (207) 743-7756  
Fax: (207) 743-0667

**ADMINISTRATOR APPLICATION**

The Oxford Hills Technical School (MVR #11) does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

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Date: \_\_\_\_\_ Position applying for: \_\_\_\_\_  
Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Office Phone \_\_\_\_\_

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

1. A letter of application.
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. A current resume.
4. Current letters of reference from a minimum of three persons. (Letters must be signed and dated within the last three years.)
5. A copy of your Maine Department of Education certificate or evidence that you are eligible for certification in Maine and have submitted an application to the Maine Department of Education.
6. College/University transcripts.

**CURRENT SCHOOL DISTRICT INFORMATION**

Are you presently under contract to a school system? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when does your contract expire?: \_\_\_\_\_ Name of system: \_\_\_\_\_

Position: \_\_\_\_\_ Present Salary: \_\_\_\_\_

**EDUCATION**

*No. of*

*Years*

*College/University*

*Location*

*Degree Awarded*

*Attended*

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**CERTIFICATION**

*Type*

*State*

*Date Issued*

*Date of Expiration*

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*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.*

**PROFESSIONAL EXPERIENCE**

*From*

*To*

*Position*

*Employer*

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**PROFESSIONAL ORGANIZATIONS and OTHER RELEVANT EXPERIENCE**

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**REFERENCES** List three individuals, two of whom are 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).

<i>Name</i>	<i>Position</i>	<i>Address</i>	<i>Phone</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OTHER INFORMATION**

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

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 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 *Oxford Hills Technical School (MVR #11)* contacts in connection with my employment application to fully provide *Oxford Hills Technical School (MVR #11)* 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 *Oxford Hills Technical School (MVR #11)*, its agents and officials, or against any provider of such information. Confidentiality of application information will be maintained in accordance with Maine Statutes.

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.

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Signature

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Date

**NOTE:** All application materials become the property of *Oxford Hills Technical School (MVR #11)*. 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.