



**Maine School Administrative District No. 22**  
**Hampden, Newburgh, and Winterport**  
**24 Main Road North**  
**Hampden, ME 04444**  
**(207) 862-3255, Fax (207) 862-2789**  
[www.sad22.us](http://www.sad22.us)

**Application for Hampden Academy Teaching Position**

MSAD #22 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.	
Date:	Position(s) applying for: (Grade level, subject, other)
Name:	
When will you be available?	
Permanent Address:	Work Phone:
	Home Phone:
Temporary Address:	Cell Phone:
	I may be contacted at work ( ) home ( ) cell ( )
Mailing Address if different from above:	Email Address:

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

College/University Attended	Degree Awarded	No. of Years Attended	Grade Point Average

Number of semester hours in:

	Reading	Major	(Subject: )
	Math	Major	(Subject: )
	Special Education	Major	(Subject: )
		Major	(Subject: )

**CERTIFICATION: List certification(s) you hold and provide copies of certificates.**

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, ME 04333

In which of the following areas are you "Highly Qualified" in accordance with NCLB regulations:						
Reading	English/ Language Arts	Foreign Language	Math	Science	Social Studies	NA

**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. Please account for any gaps in employment on a separate page.

From/To (month/year)	Position	Employer

**Current Salary:** \$ \_\_\_\_\_ **Number of years of teaching experience** \_\_\_\_ .

**OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS**

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**CIVIC AND COMMUNITY INVOLVEMENT**

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**MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:**

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<b>BACKGROUND:</b> Maine School Administrative District #22 is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions by all candidates. Please check yes or no.	YES	NO
1. Have you ever been disciplined, discharged, or asked to resign from a prior position?		
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
3. Has your contract in a prior position ever been non-renewed?		
4. Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
6. Have you ever been convicted of a crime (other than a minor traffic offense)?		
7. Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)?		
8. 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?		
9. 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)?		

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.

<b>REFERENCES</b> 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 letters of reference along with accompanying rating sheet from persons who are not related to you (may be 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 M.S.A.D. #22 contacts in connection with my employment application to fully provide M.S.A.D. #22 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 M.S.A.D. #22, its agents and officials or against any provider of such information.

M.S.A.D. #22 is a smoke-free working environment.

*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

<b>APPLICATION FOR TEACHING PERSONNEL CHECK LIST:</b> The completed employment application cannot be evaluated unless all of the following materials have been provided:	
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	Application signed
	Three letters of reference along with accompanying rating sheet.
	YES to any of the questions in the Background section explained
	Illustration of your philosophy of teaching
	Gaps in employment during the past ten years explained
	Resume
	Copy of Maine Certification(s)/Criminal History Records Check
	Copies of transcript(s)
	Application form fully completed

Please note: All application materials become the property of M.S.A.D. #22. 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. Applications will be retained for a period of 18 months from date of receipt.

***Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.***

***Please tell us how you learned of this position:***

	Serving Schools.com		sad22.us website
	<i>Bangor Daily News</i>		other:

<b>CORE MSAD#22 STAFF CHARACTERISTICS</b>
<ol style="list-style-type: none"> <li>1. Passion</li> <li>2. Strong communicator/listener</li> <li>3. Collaborative/consensus builder</li> <li>4. Reflective/life-long learner</li> <li>5. Commitment to the organization and its goals</li> <li>6. Steadfast (stay the course)</li> <li>7. Caring</li> <li>8. Knowledgeable               <ul style="list-style-type: none"> <li>- Interpersonally</li> <li>- Developmentally</li> <li>- Content</li> </ul> </li> <li>9. Positive Attitude</li> <li>10. Ethical (honest, trustworthy)</li> </ol>

## Reference Rating Sheet

Applicant Name & Position Applying for:	Reference Name:
What position did the applicant hold when you worked with them?	
When did the applicant work with you? (dates)	

Please rate the person in each of the following areas.

1. Communicator	1	2	3	4	5
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(1) Often misunderstood ..... (5) Diplomatic, nuanced, highly effective

2. Collaborator	1	2	3	4	5
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(1) Lone Ranger ..... (5) Works in concert with others

3. Committed to the organization and its goals	1	2	3	4	5
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(1) Own interests supersede the organization's interests ..... (5) Substantially contributes to the good of the organization

4. Knowledgeable (Content)	1	2	3	4	5
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(1) Limited ..... (5) Deep and broad knowledge of content area(s)

5. Knowledgeable (Developmental Needs)	1	2	3	4	5
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(1) Limited ..... (5) Extensive knowledge of the developmental needs of the age group

6. Interpersonal Skills	1	2	3	4	5
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(1) Negative and/or self serving behaviors exhibited ..... (5) Relationships characterized by mutual support and cooperation

7. Ethical	1	2	3	4	5
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(1) Dishonest by omission or commission ..... (5) Upholds the highest standards of honesty, integrity, and confidentiality

8. Caring	1	2	3	4	5
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(1) Demonstrates a lack of interest, unable to make connections with students ..... (5) Students feel valued, supported, and respected

## Cover Letter for Applications

Thank you for your interest in MSAD #22.

The application, interview, and nomination processes typically take ten weeks and include the following steps:

- Upon receipt of applications, the appropriate administrator and interview team screen the applications.
- The administrator and interview team conduct first interviews, screen candidates again, and then may conduct second interviews with selected candidates.
- The administrator recommends candidate(s) to the superintendent, and the superintendent's office contacts candidate(s) to establish an appointment for an interview with the superintendent.
- The superintendent interviews candidate(s) and selects one, notifies the candidate of selection, and recommends the candidate to the school board.
- The school board approves the candidate.
- The superintendent issues a contract of employment to the approved candidate.
- The superintendent's office notifies other applicants that the position has been filled.

Applications are reviewed when complete. Please refer to the checklist of required application components at the end of the application.

If you have questions, please contact the central office at 207-862-3255.