

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #22**  
**Hampden, Newburgh, and Winterport, Maine**  
**24 Main Road North, Hampden, ME 04444**  
**207-862-3255 phone                      207-862-2789 fax**

**APPLICATION FOR  
Technology Systems Coordinator**

It is the policy of M.S.A.D. #22 to comply with the non-discriminatory employment practices of Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title I of the Americans with Disabilities Act.

**PERSONAL INFORMATION**

| Last Name   | First Name    | Middle      |
|---|---------------|-------------|
|   |               |             |
| Address:  |               |             |
| City:   | State:        | Zip:        |
| Home Phone:   | Office Phone: | Cell Phone: |
| I may be contacted at <input type="checkbox"/> work <input type="checkbox"/> home <input type="checkbox"/> cell |               |             |
| E-mail address:   |               |             |

**APPLICATION INSTRUCTIONS**

A complete application includes the following:

1. Letter of interest.
2. A completed and signed application form. (Please complete all information in the application even though it may be duplicated on your resume.)
3. Completion of the personal statements requested in this application.
4. Letters of reference from a minimum of three persons.
5. A current resume.
6. College/University transcripts.

Send all information to:

Richard A. Lyons, Superintendent of Schools  
M.S.A.D. #22  
24 Main Road North  
Hampden, ME 04444

Please note: Upon completion of the search, all application materials will be retained by M.S.A.D. #22.

**CURRENT EMPLOYMENT INFORMATION**

|   |   |
|---|---|
| Name of school or organization:                       |   |
| Position:   |   |
| Present Salary:                                       | Are you presently under contract?    ( )Yes ( )No<br>If so, when does your contract expire? |
| When would you be available to begin in M.S.A.D. #22? |   |

**ACADEMIC AND PROFESSIONAL TRAINING**

| Colleges/Universities Attended | Location | Degree | Year |
|--------------------------------|----------|--------|------|
|                                |          |        |      |
|                                |          |        |      |
|                                |          |        |      |
|                                |          |        |      |
|                                |          |        |      |

Please attach copies of your college/university transcripts and any other credentials.

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

| Type | State | Date Issued | Date of Expiration |
|------|-------|-------------|--------------------|
|      |       |             |                    |
|      |       |             |                    |
|      |       |             |                    |
|      |       |             |                    |

**MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

|  |
|--|
|  |
|  |
|  |
|  |

**PROFESSIONAL EXPERIENCE (Please list, beginning with your current or most recent experience.)**

| Number of Years | Dates From/To | Position/Responsibilities | School System or Organization |
|-----------------|---------------|---------------------------|-------------------------------|
|                 |               |                           |                               |
|                 |               |                           |                               |
|                 |               |                           |                               |
|                 |               |                           |                               |

**OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS**

|  |
|--|
|  |
|  |
|  |
|  |

**CIVIC AND COMMUNITY INVOLVEMENT**

|  |
|--|
|  |
|  |
|  |
|  |

**PERSONAL STATEMENTS:** Please give your response to the following questions. Each response should be limited to one page or less.

1. Briefly describe how you and this position can enhance teaching and learning.
2. What are the key components contained within an exemplary technology plan for a school district?
3. Describe the skills you possess that will strengthen the membership of our administrative council.

**REFERENCES:** List at least three persons, two of whom are your 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).

Please indicate by number which of the references listed below know the following: (1) your ability as an administrator; (2) your personal qualities and character traits; (3) your scholastic or other attainments.

| Number | Name & Position | Address | Phone Number |
|--------|-----------------|---------|--------------|
|        |                 |         |              |
|        |                 |         |              |
|        |                 |         |              |
|        |                 |         |              |

| <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 reemployment in a prior position or ever had your nomination for reemployment 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.

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.

|              |                   |
|--------------|-------------------|
| <b>Date:</b> | <b>Signature:</b> |
|--------------|-------------------|

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.