

**KITTERY SCHOOL DISTRICT
APPLICATION ~ R.W. Traip Academy Principal**

The Kittery School Committee does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME	
Address					
City		State		Zip Code	
Home Phone		Office Phone		Cell Phone	
Email Address					
I may be contacted at (please check all that apply)	At Work		At Home		Cell Phone

APPLICATION INSTRUCTIONS

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

1. A letter of application in which you describe why you would like to be Principal of R.W. Traip Academy in Kittery, Maine.
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. The two (2) personal statement(s) requested in this application.
4. A current resume.
5. Current letters of reference from a minimum of three persons. (**Letters MUST be SIGNED and DATED within the last TWO years.**)
6. A copy of your Maine Building Administrator certificate or evidence that you are eligible for certification as a Building Administrator in Maine and have submitted an application to the Maine Department of Education.
7. College/University transcripts.

Submit all information to: Traip Academy Principal Search, Kittery School District, 200 Rogers Road, Kittery, Maine 03904

Please note: On the completion of the search, all application materials will be retained by the Kittery School Committee for five years. KSD does not retain applicant files for use in future searches. A new application is required for each search.

All application documents listed above must be received on or before MARCH 10, 2017.

Applicants are requested not to contact the Superintendent of Schools.

CURRENT SCHOOL DISTRICT INFORMATION

Are you presently under contract to a school system? <i>(Yes or No)</i>			
If so, when does your contract expire?			
Name of system		State	
Position		Present Salary	

CERTIFICATION INFORMATION

Are you currently certified as a Building Administrator in Maine? <i>(Yes or No)</i>		Expiration Date	
Are you eligible to be certified as a Building Administrator in Maine? <i>(Yes or No)</i>			
Are you presently certified as a Building Administrator in another state? <i>(Yes or No)</i>		If yes, in what state(s)?	
NOTE: <i>Candidates who do not hold the Maine Building Administrator Certificate (040) should contact the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333; Tel. (207) 624-6603.</i>			

ACADEMIC AND PROFESSIONAL TRAINING

Colleges/Universities Attended	Location	Degree	Number of Years Completed

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

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

Employer (School System)			
Job Title			
Name of Supervisor			
Employer Address and Telephone Number			
Number of Years		Dates From/To	
Responsibilities			

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Job Title			
Name of Supervisor			
Employer Address and Telephone Number			
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Responsibilities			

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Responsibilities			

Employer (School System)			
Job Title			
Name of Supervisor			
Employer Address and Telephone Number			
Number of Years		Dates From/To	
Responsibilities			

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

CIVIC AND COMMUNITY INVOLVEMENT

PERSONAL STATEMENTS - As a means of learning more about you, the Search Committee requests that you respond to the questions below. Please answer the questions directly and cite examples to support your positions. Each response should be limited to no more than one page.

1. We are in a time of remarkable school reform. Here in Maine, high schools are now required to have a standards-based diploma system in place by 2021. How would you justify such a significant change to constituents who express to you that they would prefer to see our educational system remain unchanged?

2. A group of students approaches you with an idea that they would like to implement at the high school where you are the principal. The idea represents 'out of the box' thinking, and you're not sold on the idea. What will you do?

REFERENCES - Please list the names of the people providing the three current letters of reference requested with this application and indicate by number which of them best know: (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic or other attainments.

Name	
Position	
Telephone	
Address	

Name	
Position	
Telephone	
Address	

Name	
Position	
Telephone	
Address	

OTHER INFORMATION - The Search Committee is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

	YES	NO
Have you ever been disciplined, discharged or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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?		
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)?		
<p><i>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</i></p>		

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 the Kittery School Committee contacts in connection with my employment application to fully provide the Kittery School Committee 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 the Kittery School Committee, 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 school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature	
Print Name	
Date	

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE KITTERY SCHOOL DISTRICT. 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.

The Kittery School District is an Equal Opportunity Employer.