

# BRUNSWICK SCHOOL DEPARTMENT

Office of the Superintendent  
46 Federal Street  
Brunswick, Maine 04011-1995  
Telephone (207) 319-1900

## APPLICATION ASSISTANT SUPERINTENDENT

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

### PERSONAL INFORMATION

Name \_\_\_\_\_  
*last first middle*

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Office Phone \_\_\_\_\_  
*city state zip*

I may be contacted: at work \_\_\_\_\_ at home \_\_\_\_\_

### APPLICATION INSTRUCTIONS

A complete application includes the following:

1. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)
2. The personal statements requested in this application.
3. Letters of reference from a minimum of three persons.
4. A current resume.
5. College/University transcripts.
6. Copy of certification or statement of eligibility for certification.

Send all information to:  
Superintendent of Schools  
Brunswick School Department  
46 Federal Street  
Brunswick, Maine 04011

Please note:  
On the completion of the search, all application materials will be kept active for 12 months.

**All application materials are due by March 20, 2015**

CURRENT INFORMATION

Are you presently under contract? \_\_\_\_\_ yes \_\_\_\_\_ no

When are you available to start work? \_\_\_\_\_

Current employer and address

\_\_\_\_\_

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

**ACADEMIC AND PROFESSIONAL TRAINING**

Colleges/Universities Attended	Location	Degree	Year
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please have copies of your college/university transcripts and any other credentials on file sent to the address on this application.

**MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Number of Years	Dates From/To	Position/Responsibilities	Organization
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS**

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\_\_\_\_\_

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\_\_\_\_\_

**CIVIC AND COMMUNITY INVOLVEMENT**

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**PERSONAL STATEMENT:** Please give your response to the following question. The response should be limited to no more than one typewritten page.

*In your judgment, what are the most important functions of the assistant superintendent?  
Describe your experience in handling each of these functions.*

**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 educational leader; (2) your personal qualities and character traits; (3) your scholastic or other attainments.

Name	Position	Address	Phone #

Are you able to perform the tasks of the job for which you are applying (with or without accommodation)? Yes \_\_\_\_ No \_\_\_\_\_. If an accommodation would be required to enable you to perform the job tasks, please describe that accommodation and how it would enable you to perform the job tasks.

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**OTHER INFORMATION:** The Brunswick School Department is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

Have you ever been disciplined, discharged, asked to resign, or failed to receive a continuing contract appointment 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 a minor traffic offense)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

*If you 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 of a crime is not 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 the Brunswick School Department contacts in connection with my employment application to fully provide the Brunswick School Department 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 Brunswick School Department, its agents and officials or against any provider of such information.

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

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 \_\_\_\_\_ Driver's License # \_\_\_\_\_

Date \_\_\_\_\_

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All application materials become the property of the Brunswick School Department. None will be returned. Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal. Rev. 1/2011