



MAINE INDIAN EDUCATION

39A Union Street
CALAIS, ME 04619
207-454-2126
207-454-3772 (fax)

APPLICATION FOR ADMINISTRATIVE POSITION

Maine Indian Education does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Native American Preference*

Date _____ Position applying for: _____

Name _____

When will you be available? _____

Permanent Address _____

Phone Number _____ email: _____

Temporary Address _____

Phone Number _____

EDUCATION: Transcripts of all college/university grades must be provided (prior to an interview).

College/University Attended	Major/Minor	Degree Awarded	Year

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

Type	State	Date of Issue	Date of Expiration

*Applicants claiming Native American preference should provide proof of tribal affiliation.

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Please submit your responses to the following questions in the format requested. This is part of your complete application for the administrative position within Maine Indian Education. (You may use additional pages as necessary.)

1. *Please provide us (in your own handwriting) no more than a one page statement on your philosophy of education, and why you want to work with our Native American youth in the reservation school.*

The following question must be answered using a computer word processing program. Please submit your answer as a hard copy (paper copy) and on either "thumb drive" or cd. Please feel free to use the varied features of your word processing program.

2. *Apply your philosophy stated in question one to address the following issues:*

- A. Discipline
- B. Special Education
- C. Athletics

3. *Create a list titled: "Ten Things I Believe About the Learning Process."*

4. *What strategies would you use to promote the development of culturally appropriate curriculum, and how would you see that this curriculum is implemented?*

Have you ever been disciplined, discharged, or asked to resign from a prior position?
Yes ___ No ___

Have you ever been charged with or investigated for sexual abuse of another person?
Yes ___ No ___

Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? Yes ___ No ___

Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere) or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? Yes ___ No ___

If you have answered YES to any of the previous questions, please explain, in detail, including the date of the court action, the offense in question, and the address of the court involved:

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.

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 Maine Indian Education contacts in connection with my employment application to fully provide Maine Indian Education 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 Maine Indian Education, its agents and officials or against any provider of such information.

Signature/Date

Applications will be retained for a period of 36 months from date of receipt. All materials become the property of Maine Indian Education. None will be returned.

APPLICATION FOR ADMINISTRATIVE POSITION CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Copies of Transcript(s)
- _____ Copy of Maine Certification(s)
- _____ Resume
- _____ Gaps in employment during the past ten years explained
- _____ Responses to page three
- _____ YES to any of the questions in the Background section explained
- _____ Three letters of reference
- _____ Signed application

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE INDIAN EDUCATION. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THE APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREEING 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.