

Please complete the enclosed administrative application and return it to the Personnel Office. We will be happy to place your application on file in case a vacancy should occur. **The application will be kept on file for one (1) year unless updated annually.** Applicants are encouraged to add information to their file as appropriate.

Before completing this application be sure that you:

1. Have a degree major or have completed requirements in the special area, subject, or endorsement area for certification.
2. Hold a Bachelor's or higher degree from an accredited institution, except for Vocational Education. A degree from a foreign university is not acceptable unless it has been validated by a college/university in the United States.
3. Are a United States citizen or can provide documentation of legal admittance to the United States with employment eligibility.

APPLICATION PROCEDURE

Your application **will not** be considered unless it is complete. It will be held in a pending file and will not be available to administrators for review.

A completed application file contains:

1. Auburn School Department Administrative Application.
2. Five (5) reference forms, one of which must be from your most recent supervisor. Placement papers may be used in lieu of the reference forms.
3. Transcripts of all college work. (Upon offer of a position, official transcripts may be required.)
4. A copy of your teaching certificate or a letter of your eligibility for a certificate upon employment by a school district. Applications for Maine certification and transcript analysis are available by writing to:

*Department of Education
Division of Certification and Placement
23 State House Station
Augusta, Maine 04333*

for Administrative Position

INTERVIEW PROCEDURE

When a vacancy occurs, depending on the number of applicants for the particular job, either all candidates with the required experience and credentials, or only those with superior experience and credentials, will be interviewed. Applicants should expect to receive notice concerning their application only if they are being considered for a position. All candidates who interview will receive notification of employment or non-employment.

ANNOUNCEMENT OF VACANCIES

Vacancies are posted for ten (10) working days at all school buildings. They are not provided by mail.

Vacancies may be advertised throughout the school year. For the coming year they may be advertised beginning in April and continuing throughout the summer.

BACKGROUND CHECK

The applicant needs to have the results of a background check on file with the School Department. This may be processed through the School Department by completing and submitting the attached form, or applicants may request directly from the Department of Public Safety, Bureau of Identification-Records Division, State House Station #42, Augusta, ME 04333-0042 that a background check be sent to the Personnel Office of the Auburn School Department. If the School Department processes the form, there is no fee; if the applicant processes directly with the SBI, there is a fee. Applicants will need to call for current pricing.

AUBURN SCHOOL DEPARTMENT
60 Court Street, Suite 227
Auburn, ME 04210
207-784-6431