

RSU 83/M.S.A.D. 13
110 Meadow Street, P.O. Box 649
Bingham, Maine 04920
(207) 672-5502

APPLICATION FOR SUBSTITUTE TEACHING POSITION

RSU 83/M.S.A.D. 13 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ For the position of _____

Name _____
First Middle Last

Address _____

City _____ State _____ Zip _____ Telephone _____

E-Mail Address _____

EDUCATION: Official transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CREDENTIAL: List credential(s) you hold and provide copies of credentials.

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AREAS OF INTEREST:

1. Please indicated grade level(s) at which you are interested in substituting:

K-4____ 5-8____ 9-12____ Special Education____

2. If you are interested in substituting at the elementary level and have a specialty area, please circle the area(s).

Art Music Physical Education Other _____

3. If you are interested in substituting at the junior high or high school level, please indicate the specific subject areas:

EXPERIENCE: A resume must be provided. Please list below all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.** In addition, please list any other employers you have worked for in the past ten years

<u>From (month/year)</u>	<u>To month/year)</u>	<u>Position</u>	<u>Employer</u>

BACKGROUND:

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

Have you ever resigned from a prior position after a complaint had been received against you or while 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, credential 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 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 is not necessarily an automatic bar to employment.

REFERENCES: List three, 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).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that RSU 83/M.S.A.D. 13 contacts in connection with my employment application to fully provide RSU 83/M.S.A.D. 13 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 RSU 83/M.S.A.D. 13 its agents and officials or against any provider of such information.

I understand that information submitted with and in support of 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. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Signature

Date

Printed name: _____

NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF RSU 83/M.S.A.D. 13. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

APPLICATION FOR SUBSTITUTE TEACHING POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided.

- ___ Application form fully completed
 - ___ Copies of Transcript(s)
 - ___ Copy of Maine Credential(s)
 - ___ Resume
 - ___ YES to any of the questions in the Background section explained
 - ___ Application signed
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