

The Maranacook Area School District
Regional School Unit. 38
"A Caring School Community Dedicated to Excellence"
45 Millard Harrison Drive, Readfield, ME 04355
Application for Teaching Position

THE MARANACOOK AREA SCHOOL DISTRICT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

We appreciate your interest in our school system. A clear understanding of your background and work history will aid us in selection and assessment activities. Do not hesitate to include additional information on a separate sheet wherever necessary.

Name: _____ Date: _____

Position(s) applying for (grade level, subject, etc.): _____

When will you be available? _____ Phone: _____

Permanent Address _____

Temporary Address _____

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

College/University Attended _____

Degree Awarded (if any) _____

of Years Attended _____

Grade Point Average _____

Major Subject: _____

Minor Subject: _____

Are you currently a teacher member of the Maine State Retirement System? Yes No

If yes, are you currently drawing retirement from MSRS? Yes No

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

Type State Date Issued Date of Expiration

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible?

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, 23 State House Station Augusta, Maine 04333-0023. (207) 624-6600

WORK EXPERIENCE: 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. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately. A résumé must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved.

Present Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

Reason for leaving position_____

(List former employers in order from most recent to least recent)

Previous Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

Reason for leaving position_____

Previous Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

Reason for leaving position_____

Previous Employer_____

Address_____

Supervisor_____

Telephone Number_____

Dates Employed From_____ To_____

Describe in detail duties performed:_____

Reason for leaving position_____

Please explain any gaps in employment history:

Number of years of teaching experience: _____

On a separate sheet, please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

BACKGROUND:

Have you ever been disciplined, discharged, or asked to resign from a prior position?
Yes___No___

Was your conduct under investigation or review? Yes___No___

Has your contract in a prior position ever been non-renewed 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 connections 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 of a crime is not necessarily an automatic bar to employment.

REFERENCES: List three, two of whom are 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 (maybe from references listed below).

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

Is any member of your immediate family an employee or school board member within RSU 38? Members of your immediate family shall include: parent, step-parent, child, step-child, spouse, sibling, aunt, uncle, nephew, niece, grandparent, grandchild, in-law, fiancé, significant other, and any other relative who lives in the same household.

Yes () No () If yes, what is the name of that individual(s): _____

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record 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 38 contacts in connection with my employment application to fully provide RSU 38 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 38 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 board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

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

Signature/Date _____

APPLICATION FOR 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 Certification(s)
- _____ Résumé
- _____ Gaps in employment during the past ten years explained
- _____ Illustration of your philosophy of teaching
- _____ YES to any of the questions in the Background section explained
- _____ Three letters of reference
- _____ Application signed

Note: All application materials become the property of RSU 38. None will be returned. Applications will be retained for a period of 18 months from the date of receipt. Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine statute.