

REGIONAL SCHOOL UNIT #34

156 Oak Street
Old Town, ME 04468
(207) 827-7171

APPLICATION FOR SUBSTITUTE TEACHING

THE REGIONAL SCHOOL UNIT #34 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Please print neatly

Name _____ Date _____

Address _____ Phone _____

Email Address: _____

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

College/University Attended	Degree Awarded (if any)	No. of Yrs. Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____

FINGERPRINTING: EDUCATIONAL APPROVAL/CERTIFICATION - Have you had your fingerprints taken as required by the Criminal History Record Check ? _____ yes/no?
If so, when and where? _____

YOU MUST PROVIDE A COPY OF YOUR CHRC (Fingerprints) CARD.

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

Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____

EXPERIENCE: Please list previous teaching/substituting experience. Please attach a copy of your resume.

Grade/Subject	Position	Employer	Dates (from/to)
_____	_____	_____	_____
_____	_____	_____	_____

AREAS OF INTEREST:

1. Please indicate grade levels(s) at which you are interested in substituting:

PK-2 _____ 3-5 _____ 6-8 _____ 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:

REFERENCES: Please provide three references who are not related to you who are familiar with your work as a teacher, substitute or who know of your experience working with youth.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 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 have answered YES to any of the previous questions, provide full details below including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

SIGNATURE:

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 Regional School Unit #34 contacts in connection with my employment application to fully provide the Regional School Unit #34 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 Regional School Unit #34 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.

Signature/Date

APPLICATION FOR SUBSTITUTE TEACHING POSITION CHECK LIST: 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)
 - Copy of resume
 - YES to any of the questions in the Background section explained
 - Application signed
-

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE REGIONAL SCHOOL UNIT #34. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING 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.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

REGIONAL SCHOOL UNIT #34
Alton, Bradley and Old town
OLD TOWN, MAINE

TO: All Substitutes
FROM: Superintendent of Schools

All substitutes must be interviewed and approved by one of the administrators listed below in the area for which you are applying for substitute teaching. Please call for an appointment to be interviewed.

<u>ALTON ELEMENTARY SCHOOL</u> Cheryl Leonard, Principal	394-2331 22 Argyle Road, Alton
<u>VIOLA RAND SCHOOL – BRADLEY</u> Cheryl Leonard, Principal	827-7557 55 Highland Avenue, Bradley
<u>OLD TOWN ELEMENTARY SCHOOL</u> Jeanna Tuell, Principal Maggie Mitchell, Assistant Principal	827-1544 576 Stillwater Avenue, Old Town
<u>J.A. LEONARD MIDDLE SCHOOL</u> Gert Nesin, Principal Shane Barker, Assistant Principal	827-3900 156 Oak Street, Old Town
<u>OLD TOWN HIGH SCHOOL</u> Scott Gordon, Principal	827-3910 203 Stillwater Avenue, Old Town

TO: Superintendent of Schools
SUBJECT: Substitute Teacher

_____ has been interviewed by me on _____
Name (please print) *Date*

I am checking references in order to approve or disapprove the above named individual as a substitute with Regional School Unit #34. I will notify the Superintendent's Office and the substitute candidate of my decision as soon as possible.

Administrator Signature

Date

Central Office Use Only: _____ Fingerprint Expiration _____ ID rec'vd
Additional Notes: _____
