



Regional School Unit 1

34 Wing Farm Parkway
Bath, ME 04530
(207) 443-6601

APPLICATION FOR SUBSTITUTE TEACHING

Date: _____

Name: _____

Mailing Address: _____

Phone number(s): _____

E-mail Address: _____

Position(s) are you applying for:

___ Teacher ___ Education Technician ___ Nurse

___ Cafeteria ___ Other

Do you have a Maine State Teaching Certificate?

Yes___ No (If yes, please attach copy)

When will you be available?

Are you able to perform the essential tasks of the job for which you are applying? ___Yes ___No

Are you a member of Maine State Retirement? ___ If Yes, in what district? _____

<p>Grade Level(s) ___ K-2 ___ 3-5 ___ 6-8 ___ 9-12</p> <p>Elementary School(s) : ___ Bath ___ Phippsburg ___ Woolwich</p> <p>Middle and/or High School: ___ Bath Middle School ___ Morse High School ___ Bath Tech</p> <p>If you are interested in substituting at the middle or high school level, please indicate the specific subject areas: _____</p>

ATTACH: A resume containing your educational background and work experience if available. In addition please attach a copy transcripts, including grades, from any colleges/universities attended. All candidates must provide a copy of their Maine Department of Education Teaching Certificate and/or Education Technician Authorization as well as proof of fingerprinting and Background Check (CHRC) Approval.

NOTE: Candidates who do not hold an Education Technician Authorization or Background Check Approval should direct inquiries to the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333-0023 or by calling (207) 624-6603.

BACKGROUND:

Have you ever been convicted of an offense other than a minor traffic violation?
(OUI convictions are not considered minor and must be reported.)

Yes___ No___

Have you ever been arrested, charged, or convicted of a felony?

Yes___ No___

Have you ever been arrested, charged, or convicted of a sex-related offense?
(even if no contest or charges dropped or pled down)

Yes___ No___

Have you ever been arrested, charged, or convicted of a drug-related offense?
(even if no contest or charges dropped or pled down)

Yes___ No___

Have you ever been arrested, charged, or convicted for an act of violence, including domestic violence?

Yes___ No___

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

Yes___ No___

Has your professional license ever been revoked? Yes___ No___

Have you ever been discharged or separated from a position with a school district or been asked to resign from a licensed arrangement? Yes___ No___

Have you ever been the subject of an investigation by a school district or any other employer? 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___

Have you ever had sanctions placed on your teaching certificate for any reason? Yes___ No___

Have you ever been denied a teaching certificate anywhere? Yes___ No___

Is disciplinary action currently pending anywhere against your certificate? 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 has your nomination for re-employment failed to 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 had a protection order filed against you? Yes___ No___

If yes, in what county/parish and state _____

Have you ever entered a plea of guilty or "no contest" 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 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.

WORK EXPERIENCE: School/Company, position held, employment dates (attach resume if available)

1. _____
2. _____
3. _____

REFERENCES: List name, position, telephone number and email address of three references. (Recommend superintendents, principals, supervisors, and/or college advisory personnel. Friends and family members are not acceptable references)

1. _____
2. _____
3. _____

EDUCATION: Transcripts, including grades, from any colleges/universities attended must be provided. It is essential that this section be completed accurately, and please attach an additional sheet if necessary.

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</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. I further authorize those persons, agencies or entities that RSU 1 contacts in connection with my employment application to fully provide RSU 1 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 1, 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.

Date

Signature

APPLICATION CHECK LIST: Employment application cannot be evaluated unless all of the following materials have been provided:

- ____ Application Form, fully completed and signed
- ____ Resume and Transcript(s)
- ____ State of Maine Teaching Certificate – OR – Education Technician Authorization
- ____ Maine Department of Education Background Check (CHRC) Approval (Fingerprinting)
- ____ Explanation for gaps in employment during the past ten years
- ____ Explanation for all YES answers to questions in the “Background Section”
- ____ Three letters of reference if available

NOTE: All application materials become the property of RSU 1 and will remain on file for a period of two years. 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.

RSU 1 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

January 2016