

Veazie Community School

1040 School Street Veazie, ME 04401
(207)947-6573 / FAX(207)947-6570
Superintendent of Schools & Principal: Matthew D. Cyr



APPLICATION FOR SUBSTITUTE TEACHING/TUTORING

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

All applicants must provide proof of Criminal History Records Check (CHRC - fingerprinting) as required by the State of Maine Department of Education.

Name: _____ Date: _____

CHRC Approval Number: _____
(Attach a copy of certificate)

Preferred Grade Levels: _____ Desired Position (Substitute or Tutor): _____

Availability: _____

Mailing Address: _____ Cell #: _____

_____ Other #: _____

Email: _____

EDUCATION:

High School/College Attended (include location)	Address	Dates Attended	Graduated? (Yes/No) Degree Obtained

SPECIAL SKILLS: Do you hold a valid driver's license? _____ State: _____ Endorsement: _____
 List any special training, certifications, or licenses? _____

EXPERIENCE: Please list all previous experience, starting with the most recent job held. Please attach a resume.

Dates (Month/Year) From-To	Employer	Position/Duties

REFERENCES: Please provide 3 references who are most recent supervisors who can comment on your ability and whom we may contact.

Name	Position	Address	Phone #

BACKGROUND: Veazie Community School is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions be all candidates. Please circle yes or no.

1. Have you ever been disciplined, discharged, or asked to resign from a prior position?	YES NO
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation?	YES NO
3. Has your contract in a prior position ever been non-renewed?	YES NO
4. Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved?	YES NO
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person?	YES NO
6. Have you ever been convicted of a crime (other than a minor traffic offense?)	YES NO
7. Have you ever entered a plea of guilty or "no contest" (<i>nolo contendere</i>) to any crime (other than a minor traffic offense?)	YES NO
8. 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

9. 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
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If you answered “yes” to any of the previous questions, provide full details on an additional sheet, including, without respect to court actions, the date, offense in question, and the address of the court involved. Conviction of other disposition of a crime is not necessarily an automatic bar to employment.

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 Veazie Community School contacts in connection with my employment application to fully provide Veazie Community School 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 Veazie Community School, its agents and officials or against any provider of such information.

Veazie Community School is a smoke-free working environment.

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

	Application form fully completed
	Copy of Criminal History Records Check (CHRC - fingerprinting)
	Resume
	YES to any of the questions in the background section explained
	Application signed