

BRUNSWICK SCHOOL DEPARTMENT

46 Federal Street
Brunswick, ME 04011
207-319-1900
www.brunswicksd.org

APPLICATION FOR SUBSTITUTE OR TUTOR POSITION

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Position(s): _____

EDUCATION

Official transcripts of all college/university grades must be attached.

College/University	Dates Attended	Degree Awarded/Number of Years Attended	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION

List certifications you hold. Attach proof of certification.

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

EXPERIENCE

List previous teaching, substituting, and/or tutoring experience. Attach your resume.

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

AREAS OF INTEREST

Indicate grade level(s) at which you interested in substituting:

PK – 2 _____ 3 – 5 _____ 6 – 8 _____ 9 – 12 _____ Special Education _____

If you are interested in substituting at the elementary level and have a specialty area, please indicate here:

Art _____ Music _____ Physical Education _____ Other _____

If you are interested in substituting at BJHS or BHS and have a specialty area, please list here: _____

Please indicate subjects and grade levels at which you are interested in tutoring: _____

REFERENCES

Provide three references who are not related to you who are familiar with your work as a teacher, substitute, tutor, or your experiences working with youth.

Name	Address	Phone	Email (Required)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BACKGROUND

Have you ever been disciplined, discharged, asked to resign, or failed to receive a continuing contract appointment 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 reemployment in a prior position or ever had your nomination for reemployment 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 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 _____

Does your name appear on any Sex Offender Database in any state or country? 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 of a crime is not an automatic bar to employment.

Are you eligible to work in the United States? Yes _____ No _____

ACKNOWLEDGMENT

My signature below constitutes authorization to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any transportation position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission, that all materials become the property of the Brunswick School Department, and that none will be returned.

Signature _____ Date _____

Driver's License # (for transportation personnel only): _____

APPLICATION CHECKLIST

The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed and signed
- Copies of Transcript(s)
- Copy of Certification (if any)
- Resume
- Background check approval
- YES to any of the questions in the Background section explained

Please note: Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State statute.

NON-DISCRIMINATION

Brunswick School Department is an Equal Opportunity Employer. Brunswick School Department does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, gender identity, familial status, sexual orientation, genetic information, or physical or mental disability in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act of 1990 may contact the Assistant Superintendent or Director of Human Resources.

Revised: 8/22