



APPLICATION FOR SUBSTITUTE TEACHING (All GRADES)

Maine School Administrative District #7
North Haven Community School
93 Pulpit Harbor Road
North Haven, ME 04853
207.867.4707

Statement of Non-Discrimination: Maine School Administrative District #7 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

DATE _____ SOCIAL SECURITY NUMBER. _____ - _____ - _____

NAME _____

Address: _____ Phone: _____

EDUCATION

Please provide official transcripts from all colleges and/or universities attended.

College/University Attended	Degree Awarded	Years Attended	GPA

CREDENTIAL(S)

List all credentials held and provide copies of certifications.

Type	State	Date Issued	Expiry

EXPERIENCE

A resume must be provided. In addition to education background and work experience, include extra-curricular activities in which you have been involved. Please list below 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 of a separate page. It is essential that this section be completed accurately.

From (mm/yy)	To (mm/yy)	Position	Employer

AREAS OF INTEREST:

1. Please circle which grade level(s) in which you are interested in substituting:

K-2

3-4

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

World Language

Other

3. If you are interested in substituting at the middle or high school level, please indicate the specific subject areas:

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 while 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 investigated for discrimination, 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.

REFERENCES

List three references, 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 (may be from references list below.)

Name	Position	Address

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 Maine School Administrative District #7 contacts in connection with my employment application to fully provide Maine School Administrative District #7 any information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Maine School Administrative District #7, its agents and officials or against any provider of such information.

I understand that information submitted in and in support of 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 further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

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

Print name

Signature & Date

NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE SCHOOL ADMINISTRATIVE DISTRICT #7. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

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)
_____ Resume
_____ Yes to any of the questions in the Background section explained
_____ Application signed