



66 Main Street, Suite 201 ♦ Ellsworth, ME 04605
Phone 207.664.7100 ♦ Fax 207.669.6032
www.ellsworthschools.org

ENGAGING AND CHALLENGING ALL STUDENTS

APPLICATION FOR EMPLOYMENT

Please check one: Administrative ___ Teaching ___ Educational Technician I ___ II ___ III ___
Position(s) for which you are applying: _____
Location: _____

Name _____ Date _____
(Last) (First) (MI)

Mailing Address _____

Physical Address _____ Phone _____

Email Address _____ Cell Phone _____

Social Security Number: _____ (Optional: required upon hire)

May we contact you at your current employment? Yes ___ No ___

May we contact current employer? Yes ___ No ___

When will you be available? _____

EDUCATIONAL BACKGROUND

Highest Level of Education: _____

Attach copy of transcript(s). If unavailable, please indicate here ___ and attach a list of the following:
College/University attended, location, courses and grades, degree, years completed.

EXPERIENCE

Number of years of educational experience ____.

Attach a copy of resume.

Other relevant work experience and achievements not listed on resume:

CERTIFICATION

Attach copy of current certification(s). Highly Qualified Teacher? ___ Attach documentation.

Maine State Department of Education fingerprint (CHRC) expiration date: _____ (Required upon hire)

If you do not hold Maine certification, for what type of Maine Certification are you applying and eligible?

Have you been fingerprinted and undergone the Criminal History Record Check that is mandatory of all individuals who work in the public schools in this state? Yes _____ No _____

Note: If yes, please provide a copy of your authorization card issued by the Department of Education if you have not already done so. If no, inquiries can be made at:

Maine Department of Education, Certification Office
 23 State House Station,
 Augusta, ME 04333-0023
 207-624-6603 <http://maine.gov/doe/cert/>

REFERENCES

Please list three references, two of whom are most recent supervisors who can comment on your ability and whom we may contact. **In addition, please attach three current letters of reference from persons who are not related to you (may be from the list).**

Name	Address	Telephone

BACKGROUND

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

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.

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 Ellsworth School Department contacts in connection with my employment application to fully provide the Ellsworth School Department 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 Ellsworth School Department, its agents or 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 CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- ____ Letter of Application
- ____ Application form fully completed
- ____ Copies of transcript(s)
- ____ Copy of PRAXIS test scores (if applicable)
- ____ Copy of resume
- ____ Copy of Maine certification(s) and CHRC (fingerprinting) approval from Maine D.O.E.
- ____ Gaps in employment during past 10 years explained
- ____ Three letters of reference
- ____ Explanation of YES answers to Background questions

All application materials become the property of the Ellsworth School Department and will be held 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.

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

(Please **DO NOT** contact school board members, questions should be directed to the Superintendent.)