



Milford School Dept, 13 School Street, Milford, ME 04461 - - Phone: 207-827-2252 Fax: 207-827-5454

PLEASE PRINT OR TYPE

APPLICATION FOR SUBSTITUTE TEACHING/TUTOR POSITION

Position(s) applying for: _____

Date _____

Name _____

Address _____

E-mail: _____

Phone _____

EDUCATION: Transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

College/University

Location

Degree Awarded (if any)

No. of Yrs. Completed

<u>College/University</u>	<u>Location</u>	<u>Degree Awarded (if any)</u>	<u>No. of Yrs. Completed</u>

CERTIFICATION: List certification(s) you hold and provide copies of certification.

Type

State

Date issued

Date of Expiration

<u>Type</u>	<u>State</u>	<u>Date issued</u>	<u>Date of Expiration</u>

EXPERIENCE: Attach resume. List extra-curricular activities involved in. List positions held, name of employer(s) and dates of employment for the past ten years beginning with your most current or recent experience. Please account for any gaps in employment on a separate page.

From (month/year)

To (month/year)

Position

Employer: Name, Address & Telephone No.

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer: Name, Address & Telephone No.</u>

AREAS OF INTEREST:

Please indicate grade level(s) and specialized areas at which you are interested in substituting: (Efforts will be Made to assign based on preferences indicated although at times, substitutes may be assigned to any area of need).

K-2 _____ 3-5 _____ 6-8 _____ Art _____ Music _____ Physical Education _____ Other _____

REFERENCES: List three, 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 listed below).

Name

Address

Telephone

<u>Name</u>	<u>Address</u>	<u>Telephone</u>

BACKGROUND:

1. Have you complied with the State Criminal Records Check (finger printing) and provided attached) proof?

Yes _____ No _____

2. Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes _____ No _____

3. 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 _____
4. Has your contract in a prior position ever been non-renewed? Yes _____ No _____
5. 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 _____
6. Have you ever been charged with or investigated for sexual abuse or harassment of another person?
Yes _____ No _____
7. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?
Yes _____ No _____
8. Have you ever had a professional license or certificates 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 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 question, provide full details on separate 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.

SIGNATURE:

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 Milford School Department contacts in connection with my employment application to fully provide the Milford 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 Milford School Department, 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 an/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 FOR THE SUBSTITUTE TEACHING/TUTOR POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided.

- _____ Application fully completed
- _____ Transcript(s)
- _____ Copy of Maine Certification(s)
- _____ Copy of Resume
- _____ YES, to any of the questions in the Background section explained
- _____ Letter of reference
- _____ Application signed.

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE MILFORD SCHOOL DEPARTMENT. 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. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUE. THE MILFORD SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.