

REGIONAL SCHOOL UNIT 19

Corinna Dixmont Etna Hartland Newport Palmyra Plymouth St. Albans

266 Williams Road
Newport, ME 04953
Telephone: (207) 368-5091 Fax: (207) 368-2192

APPLICATION FOR SUBSTITUTING

RSU 19 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Please Position(s) you are interested in Subbing for:

- | | | | | | |
|--|--------------|----------|---------|----------|----------|
| 1. <u>Teaching</u> | ___ EDS | ___ SVES | ___ SOM | ___ NRMS | ___ NRHS |
| 2. <u>Ed Tech</u> | ___ EDS | ___ SVES | ___ SOM | ___ NRMS | ___ NRHS |
| 3. <u>Secretary</u> | ___ EDS | ___ SVES | ___ SOM | ___ NRMS | ___ NRHS |
| 4. <u>Kitchen</u> | ___ EDS | ___ SVES | ___ SOM | ___ NRMS | ___ NRHS |
| 5. <u>Custodian</u> | ___ EDS | ___ SVES | ___ SOM | ___ NRMS | ___ NRHS |
| 6. <u>Bus Driver & Bus Monitor</u> | ___ District | | | | |

Name: _____ Date _____
First Middle Last

Address: _____

City: _____ State _____ Zip _____ Telephone _____

E-Mail Address: _____

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

EDUCATIONAL BACKGROUND			
NAME OF SCHOOL & LOCATION	YEARS ATTENDED	GRADE COMPLETED	YEAR OF GRADUATION
High School			
Trade School			
College			
Other			

WORK EXPERIENCE

Please list all 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 on a separate page. It is essential that this section be completed accurately.

Present Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

(List former employers in order from most recent to least recent)

Previous Employer _____ Street _____

Supervisor _____ City _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Previous Employer _____ Street _____

Supervisor _____ City _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Previous Employer _____ Street _____

Supervisor _____ City _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Please explain any gaps in employment history: _____

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 _____

If applicable, has your contract in a prior position ever been non-renewed? Yes _____ No _____ N/A _____

If applicable, 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 _____ N/A _____

If you have answered **YES** to any of the previous questions, please provide full details on an additional sheet.

REFERENCES: List three, two of whom are your 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).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHRC: Have you been fingerprinted and have Maine Department of Educational Criminal History Records Check Approval?

- _____ Yes {Please attach copy of CHRC certificate}
- _____ No {If no, this needs to be completed within 20 days before we can hire you}

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that RSU 19 contacts in connection with my employment application to fully provide RSU 19 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 RSU 19 its agents and officials or against any provider of such information.

I understand that information submitted 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. 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.

Signature _____ Date _____

Printed Name _____

NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF RSU 19. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.