

Maine School Administrative District #37
1020 Sacarap Road
Harrington ME 04643
207-483-2734

APPLICATION FOR TEACHER, SUBSTITUTE TEACHER OR ED TECH POSITION

MSAD #37 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position(s) applying for: _____

Name _____

Social Security No. _____ - _____ - _____

Permanent Address _____ Phone _____

Temporary Address _____ Phone _____

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

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: It is the candidates responsibility to obtain appropriate certification for the area they will be teaching/working in. Candidates who do not hold the proper Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine 04333. Educational Technicians are also required to apply for Ed Tech Authorization unless they already hold a teaching certificate.

Have you had your fingerprints taken **by the Department of Education** to comply with the State Law that mandates employees of a school in the State of Maine to be fingerprinted and have a background check? Yes____No____ (If you answered yes, please provide a copy of your approval card. If you answered no, are you willing to have your fingerprints taken by the Department of Education? _____. Information will be provided you as to how you can complete this process.) **This is a mandatory requirement from the Department of Education in order to work in a school in Maine.**

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved. Please account for any gaps in employment on a separate page.

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 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 charged with or investigated for 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 certification 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 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.

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).

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

FOR SUBSTITUTE TEACHER APPLICANTS:

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

K-2 3-5 6-8 9-12 Special Education

2. If you are interested in substituting and have a specialty area, please circle the area:

Art Music Phys Ed Other _____

My signature below constitutes authorization to check my employment history, including without limitations, 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 MSAD #37 contacts in connection with my employment application to fully provide MSAD #37 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 MSAD #37, 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 and/or interview committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

APPLICANT SIGNATURE/DATE

APPLICATION FOR TEACHING POSITION CHECK LIST: 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 Maine Certification(s)
- Resume
- Gaps in employment during the past ten years explained
- YES to any of questions in the Background section explained
- TEACHER and ED TECH applicants must provide three letters of reference from NON-family members; Substitutes may just provide names/addresses/phone numbers of references on the application form
- Copy of Highly Qualified Teacher status

NOTE: Applications will be retained for a period of 12 months from the date of receipt. All materials become the property of MSAD #37. None will be returned. Providing any false or misleading information in 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.

Revised: 10/12