

Hermon School Department

31 Billings Road

Hermon, Maine 04401

(207) 848 – 4000, ext. 6100

APPLICATION FOR SUBSTITUTE POSITION

THE HERMON SCHOOL DEPARTMENT 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: (Grade level, subject, other)

Name _____

When will you be available? _____

Permanent Address _____ Phone _____

Temporary Address _____ Phone _____

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 / DEGREE	YEAR OF GRADUATION
High School			
Trade School			
College			
Other			

CREDENTIAL: List credential(s) you hold and provide copies of credentials.

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

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 list below 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.

<u>From (month/year)</u>	<u>To month/year)</u>	<u>Position</u>	<u>Employer</u>

AREAS OF INTEREST:

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

_____ PreK-4 _____ 5-8 _____ 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 Other _____

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

Please indicate if you are also interested in subbing in:

_____ Food Services _____ Custodial / Maintenance

4. Check Days Available:

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ ALL

5. If you also interested in tutoring, please indicate below the subject area(s) and or grade levels for which you will tutor:

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).

Name Position Address Phone

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____

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 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 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 is not necessarily an automatic bar to employment.

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.

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 the Hermon School Department contacts in connection with my employment application to fully provide the Hermon 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 Hermon School Department its agents and officials or against any provider of such information. 4

_____ Date

_____ Signature

Printed name _____

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