

# Wiscasset School Department

225 Gardiner Road  
Wiscasset, ME 04578  
(207) 882-4104

## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

Position(s) are you applying for: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

When will you be available? \_\_\_\_\_

Are you able to perform the essential tasks of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a member of Maine State Retirement? \_\_\_\_\_ If Yes, in what district? \_\_\_\_\_

**For substitutes:** Grade Level(s) \_\_\_\_\_ Pre-K-6. \_\_\_\_\_ 7-12. \_\_\_\_\_ Art. \_\_\_\_\_ Music. \_\_\_\_\_ PE. \_\_\_\_\_ Special Ed \_\_\_\_\_

If you are interested in substituting at the middle or high school level, please indicate the specific subject areas: \_\_\_\_\_

**ATTACH:** A resume containing your educational background and work experience. In addition please attach a copy of transcripts, including grades, from all college(s) and/or university(ies) attended. All candidates must provide a copy of their Maine Department of Education Teaching Certificate or Education Technician Authorization as well as proof of fingerprinting and Background Check (CHRC) Approval.

**NOTE:** Candidates who do not hold a Maine Teaching Certificate, Education Technician Authorization, or Background Check Approval should direct inquiries to the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333-0023 or by calling (207) 624-6603.

### BACKGROUND:

Have you ever been convicted of an offense other than a minor traffic violation?  
(OUI convictions are not considered minor and must be reported.)

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested, charged, or convicted of a felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested, charged, or convicted of a sex-related offense?  
(even if no contest or charges dropped or pled down)

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested, charged, or convicted of a drug-related offense?  
(even if no contest or charges dropped or pled down)

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested, charged, or convicted for an act of violence, including domestic violence?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined, discharged, or asked to resign from a prior position?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has your professional license ever been revoked?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged or separated from a position with a school district or been asked to resign from a licensed arrangement?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been the subject of an investigation by a school district or any other employer?	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 ___
Have you ever had sanctions placed on your teaching certificate for any reason?	Yes ___ No ___
Have you ever been denied a teaching certificate anywhere?	Yes ___ No ___
Is disciplinary action currently pending anywhere against your certificate?	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 has your nomination for re-employment failed to 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 had a protection order filed against you?	Yes ___ No ___
If yes, in what county parish and state _____	
Have you ever entered a plea of guilty or "no contest" 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 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 Wiscasset School Department contacts in connection with my employment application to fully provide Wiscasset 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 Wiscasset 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 and or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**APPLICATION CHECK LIST:** Employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application Form, fully completed and signed
- \_\_\_\_\_ Resume and Transcript(s)
- \_\_\_\_\_ State of Maine Teaching Certificate – OR – Education Technician Authorization
- \_\_\_\_\_ **Maine Department of Education Background Check (CHRC) Approval (Fingerprinting)**
- \_\_\_\_\_ Explanation for gaps in employment during the past ten years
- \_\_\_\_\_ Explanation for all YES answers to questions in the "Background Section"
- \_\_\_\_\_ Three letters of reference

**NOTE:** All application materials become the property of Wiscasset School Department and will remain on file 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.

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