



66 Main Street, Suite 201 ♦ Ellsworth, ME 04605  
Phone 207.664.7100 ♦ Fax 207.669.6032  
www.ellsworthschools.org

ENGAGING AND CHALLENGING ALL STUDENTS

## ELLSWORTH SCHOOL DEPARTMENT TEACHER APPLICATION

The Ellsworth School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (MI)

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

Physical Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Last 4 digits of SS#: xxx-xx- (Optional: required upon hire)

May we contact you at your current employment? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

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

### **EDUCATIONAL BACKGROUND**

Highest Level of Education: \_\_\_\_\_

College/University Attended	Degree Awarded	No. of Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach copy of transcript(s) from all college(s) / university(s) attended)

Number of semester hours in:

\_\_\_\_\_ Reading \_\_\_\_\_ Major (Subject: \_\_\_\_\_)

\_\_\_\_\_ Math \_\_\_\_\_ Major (Subject: \_\_\_\_\_)

\_\_\_\_\_ Special Education \_\_\_\_\_ Major (Subject: \_\_\_\_\_)

**CREDENTIAL:**

Have you been fingerprinted and undergone the Criminal History Record Check that is mandatory of all individuals who work in the public schools in this state? Yes \_\_\_\_\_ No \_\_\_\_\_

Maine State Department of Education fingerprint (CHRC) expiration date: \_\_\_\_\_ (Required upon hire)

List credential(s) you hold and provide copies.

Type	State	Date Issued	Date of Expiration

If you do not hold a Maine credential, for what type of Maine credential are you applying and eligible?  
\_\_\_\_\_

**NOTE:** Candidates who do not hold Maine credentials should direct any inquiry to the Maine Department of Education, 23 State house Station, Augusta, ME 04333-0023, (207) 624-6603.

***EXPERIENCE***

Number of years of educational experience \_\_\_\_\_. On a separate sheet, please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement.

**A copy of resume must be provided.** Please include all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.**

In addition to educational background and work experience, include extra-curricular activities in which you have been involved.

Account for any gaps in employment during the past 10 years either in resume or on back of application.

***REFERENCES***

Please list three references, two of whom are most recent supervisors who can comment on your ability and whom we may contact. **In addition, please attach three current letters of reference from persons who are not related to you (may be from the list).**

Name	Address	Telephone

**BACKGROUND**

	Yes	No
1. Have you ever been disciplined, discharged, or asked to resign from a prior position?		
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
3. Has your contract in a prior position ever been non-renewed?		
4. Have you ever been nominated for re-employment in a prior position OR ever had your nomination for re-employment not be approved?		
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
6. Have you ever been convicted of a crime (other than a minor traffic offense)?		
7. Have you ever entered a plea of not guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)?		
8. 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?		
9. 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)?		

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. Sec. 13025. I further authorize those persons, agencies or entities that the Ellsworth School Department contacts in connection with my employment application to fully provide the Ellsworth 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 Ellsworth 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. 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 the employ me or, if I have been employed, to immediately dismiss me.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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APPLICATION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_ Letter of Application
- \_\_\_\_ Application form fully completed
- \_\_\_\_ Copies of transcript(s)
- \_\_\_\_ Copy of PRAXIS test scores (if applicable)
- \_\_\_\_ Copy of resume
- \_\_\_\_ Copy of Maine credential(s) and CHRC (fingerprinting) approval from Maine D.O.E.
- \_\_\_\_ Gaps in employment during past 10 years explained
- \_\_\_\_ Three letters of reference
- \_\_\_\_ Explanation of YES answers to Background questions
- \_\_\_\_ Application signed

**NOTE:** All employment application materials become the property of the Ellsworth School Department and will be held for a period of two years. 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.