

**SCHOOL UNION #113**  
**(East Millinocket, Medway, Woodville)**  
 C/O SUPERINTENDENT'S OFFICE  
 45 NORTH STREET, SUITE 2  
 EAST MILLINOCKET, ME 04430  
 207-746-3500

APPLICATION FOR TEACHING POSITION

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SCHOOL UNION #113 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

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Date \_\_\_\_\_ Position(s) applying for: (Grade level, subject, other) \_\_\_\_\_

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

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

Temporary Address: \_\_\_\_\_ Phone: \_\_\_\_\_

When would you be available? \_\_\_\_\_ Current Employment: \_\_\_\_\_

Do you belong to MSRS? \_\_\_\_\_ Fingerprinted/Background Check: Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

**(Please supply a copy of the approval from Dept. of Education)**

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

College/University Attended	Degree Awarded (if any)	No. of Yrs. Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:

_____ Reading	_____ Major (Subject: _____)
_____ Math	_____ Minor (Subject: _____)
_____ Special Education	_____ Major (Subject: _____)
	_____ Minor (Subject: _____)

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

Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____

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

**NOTE: Candidates who do not hold Maine certification should immediately direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, ME 04333, Tel. 207-624-6604.**

**EXPERIENCE:** A resume must be provided. In addition to educational background and work experience, include extra/co - curricular activities in which you have been involved. Please list below positions held, employer, and dates of employment for the past ten years. Please account for any gaps in employment on a separate page.

From (Month/Year)	To (Month/Year)	Employer and Position	Name and Telephone of Direct Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years of teaching 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?

**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 \_\_\_
- Have you ever resigned from a prior position? 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 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 below including with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

**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 provide three letters of reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Telephone
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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 School Union #113 contacts in connection with my employment application to fully provide School Union #113 any information on 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 School Union #113, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION FOR TEACHING PERSONNEL CHECK LIST:** The completed employment application can not be evaluated unless all of the following materials have been provided:

- \_\_\_ Application form fully completed on or before the posted deadline unless arrangements have been made directly with the Superintendent of Schools (if applicable)
- \_\_\_ Copies of Transcript(s)
- \_\_\_ Copy of Maine Certificate(s)
- \_\_\_ Resume
- \_\_\_ Gaps in employment during the past ten years explained
- \_\_\_ Illustration of philosophy of teaching
- \_\_\_ YES to any of the questions in the Background section explained
- \_\_\_ Application signed and dated

**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF SCHOOL UNION #113. 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 APPLICATION/EMPLOYEE.**

**Maine School Union 113  
45 North Street, Suite 2  
East Millinocket, Maine  
04430**

**BACKGROUND CHECK WAIVER**

It is the policy of the Maine School Union 113 to conduct criminal background checks on all potential employees. Employment with Maine School Union 113 is contingent on the results of such checks. In order to conduct the check, a birthdate is required. Please provide us with your birthdate, sign the waiver, and return it to us with your application.

Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Any Other Name Used (including maiden name): \_\_\_\_\_

I understand that the above information I have voluntarily provided will be used solely for the purpose of a background check. It will not be used for any other reason until such time as I become a Maine School Union 113 employee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date