

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 **SUBSTITUTE TEACHING POSITION**
FOR SCHOOL YEAR _____

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

Date _____ Phone: _____
Name: _____
Address: _____ 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 high school and all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

High School/College/University Attended	Graduation Date and Degree Awarded (if any)	No. of Yrs. Attended	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

EXPERIENCE: Please list previous teaching/substituting experience. Please attach a copy of your resume.

Grade/Subject	Employer	Dates (from/to)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREAS OF INTEREST:

1. Please indicate for which schools you are interested in substituting:

Schenck High School _____ Medway Middle School _____ Opal Myrick School _____ Offices _____

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

K-2 _____ 3-4 _____ 5-8 _____ 9-12 _____ Special Education _____

3. 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 _____

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

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 _____

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 provide three references who are not related to you, who are familiar with your work as a substitute teacher, or who know of your experience with youth.

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

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.

Principals Initials:

Date:

Schenck High School – Principal Mrs. Hamilton
746-3511

Opal Myrick Elementary – Principal Mrs. Johnston
746-3520

Medway Middle School – Principal Mr. Towle
746-3470

**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