

**M.S.A.D. #44, 21 Philbrook Street, Bethel, ME 04217
APPLICATION FOR SUBSTITUTE TEACHING POSITION**

M.S.A.D. #44 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination. **You must have an Approval License from the Maine Dept. of Education**, on file in our office, reflecting completion of the **Maine Dept. of Education CHRC** (Criminal History Records Check) in order to substitute in our district.

NAME: _____ DATE: _____

ADDRESS: _____

_____ TELEPHONE: _____

E-MAIL ADDRESS: _____

AREAS OF INTEREST

Please indicate (**circle**) the grade levels in which you prefer to substitute teach.

K 1 2 3 4 5 6 7 8 9 10 11 12

Please indicate (**circle**) the schools in which you prefer to substitute teach.

Andover Elementary School

Woodstock Elementary School

Crescent Park School

Telstar Middle School

Telstar Regional High School

If you are certified in a specific area or have a specialty area, please **indicate**:

EDUCATION

Starting with high school, list any schools/colleges you may have attended. Transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed.

<i>School Attended</i>	<i>Degree Awarded (if any)</i>	<i># Years Attended</i>	<i>Grade Point Average</i>
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EXPERIENCE

Please list all previous teaching/substituting experience. *Please attach a copy of your resume.*

EXPERIENCE (cont.)

Please list previous employment starting with the most recent job held. Please account for any gaps in employment during the past ten years on a separate sheet.

<i>Employer</i>	<i>Position & Duties</i>	<i>Dates Employed</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION

List certification(s) you hold and provide copies.

<i>Type</i>	<i>State</i>	<i>Date Issued</i>	<i>Date of Expiration</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note: Employment as a Substitute Teacher cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute. A copy of the Dept. of Education Approval License must be on file in the SAD #44 Superintendent's Office.

REFERENCES

Please provide three references, *who are not related to you*, who are familiar with your work as a teacher, substitute, or who know of your experience working with children and can comment on your ability and whom we may contact.

<i>Name & Position</i>	<i>Address</i>	<i>Phone and/or E-Mail</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

MAINE STATE RETIREMENT

According to state law (07/01/91), substitute teachers and tutors *must have Maine State Retirement deducted from their wages*. Wages earned are not subject to or covered under social security. You must have a M.S.R.S. application on file. **Please be aware that deductions for Maine State Retirement can have a negative affect your eligibility to contribute to an IRA.**

Are you current a member of Maine State Retirement? _____

Are you presently retired, drawing retirement from M.S.R.S.? _____

BACKGROUND

**** Please answer the following questions. ****

- 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 _____
- 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 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 attached sheet, 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 by M.S.A.D. #44.

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 MSAD #44 contacts in connection with my employment application to fully provide MSAD #44 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 MSAD #44, 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: _____

-see back page-

Please read the following notices:

Notify the MSAD #44 Superintendent's office (207-824-2185) immediately of any changes in your employment status, telephone number, or mailing address.

Effective July 1, 2002, only individuals who have a valid Maine Department of Education Approval License on file in the SAD #44 Superintendent's Office will be offered employment as a Substitute Teacher and/or Tutor. This approval license can be obtained by contacting the Certification Office at the Maine Department of Education in Augusta (207-624-6630). All individuals must complete the criminal history records check (CHRC) process.

APPLICATION FOR SUBSTITUTE TEACHING POSITION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed and application signed
 - _____ Maine Approval License (CHRC) on file
 - _____ Copies of resume, transcripts and certification(s)
 - _____ YES to any of the questions in the background section explained
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NOTE:

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #44. 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.

EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUE.

NOTICE:

Applications are retained for twelve (12) months from date of receipt. It is the responsibility of the applicant to request that their application be reactivated for any future vacancies. All application materials become the property of MSAD #44, none will be returned. MSAD #44 does not discriminate in its educational and employment policies and will honor all appropriate laws relative to discrimination.