

MAINE SCHOOL ADMINISTRATIVE DISTRICT #12  
P.O. BOX 239 – 606 MAIN STREET  
JACKMAN, ME 04945  
(207) 668-7749 FAX (207) 668-4482

## APPLICATION FOR SUBSTITUTE TEACHING POSITION

**M.S.A.D. #12 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.**

Date \_\_\_\_\_

Name \_\_\_\_\_

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

**EDUCATION** Transcripts, including grades, from all colleges/universities attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded (if any)	Dates Attended	Grade Point Average

**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.

From Month	To Month	Position	Employer Name and Address	Grade/Subject

**AREAS OF INTEREST:**

- Please indicate grade level(s) at which you are interested in substituting:  
 K-2 \_\_\_\_\_ 3-5 \_\_\_\_\_ 6-8 \_\_\_\_\_ 9-12 \_\_\_\_\_ Special Education \_\_\_\_\_
- If you are interested in substituting in a specialty area, please circle the area(s)  
 Art                      Physical Education                      Industrial Arts                      Other \_\_\_\_\_

**REFERENCES:** Please provide three references who are not related to you who are familiar with your work as a teacher, substitute or who know your experience working with youth.

<u>Name</u>	<u>Address</u>	<u>Phone</u>

**BACKGROUND**

<b>Question (please check the appropriate answer at right)</b>	<b>Yes</b>	<b>No</b>
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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?		
Has any court ever deferred, filed or dismissed proceeding 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 below, including with respect to court actions, the date, offense in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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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 M.S.A.D. #12 contacts in connection with my employment application to fully provide M.S.A.D. #12 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 M.S.A.D. #12, 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 and Date

**APPLICATION FOR TEACHING POSITION CHECK LIST**

This application cannot be evaluated unless all of the following items have been provided:

- \_\_\_\_\_ Application form fully completed and signed
- \_\_\_\_\_ YES answers to any of the questions in the Background section are explained
- \_\_\_\_\_ Copies of Transcript(s)
- \_\_\_\_\_ Copies of Maine Certification(s)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Three letters of reference

***NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #12. NONE WILL BE RETURNED. PROVIDING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN HIRED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.***

***NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECK AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.***