

Eastern Aroostook RSU
 628 Main St.
 Caribou, ME 04736
 207-496-6311

APPLICATION FOR SUBSTITUTE TEACHING POSITION

THE EASTERN AROOSTOOK RSU DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

NAME _____ Date _____

Address _____ Telephone _____

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

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. Of Yrs. Attended</u>	<u>Grade Point Average</u>

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	POSITION	EMPLOYER	DATES (FROM/TO)

AREAS OF INTEREST:

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

Pre K-2 ___ 3 - 4 ___ 5 - 8 ___ 9 - 12 ___ Voc. Tech. Ctr. ___ Sp. Ed. ___

2. 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 _____

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

4. Times of year/days available to sub _____

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 youth.

Name	Address	Telephone

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 ___

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.

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 the Eastern Aroostook RSU contacts in connection with my employment application to fully provide the Eastern Aroostook RSU 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 limitations, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Eastern Aroostook RSU, 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 SUBSTITUTE TEACHING POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed
- Copies of Transcript(s)
- Copies of Maine Certification(s)
- Copy of Resume
- YES to any of the questions in the Background section explained
- Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE EASTERN AROOSTOOK RSU. 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.

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

FOR OFFICE USE ONLY

Asst. Superintendent's approval: _____

DOB _____ Other Names: _____

State Police Records Check Completed _____ CHRC Info _____

Thank You Letter Sent _____ Payroll Info Sent _____

Updated sub list _____ Entered in Database _____