



**School Union 69  
 Hope-Appleton-Lincolville  
 444 Camden Rd.  
 Hope, ME 04847  
 (207) 763-3818 Fax (207) 763-4262**

**Application for Substitute Teaching Position**

**Maine School Union 69 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fingerprinted by the Maine Department of Education: Yes \_\_\_\_ No \_\_\_\_

If no, please provide date of fingerprinting: \_\_\_\_\_

Education: Transcripts of all college/university grades must be provided. It is essential that this section be completed accurately.

<u>College/University</u>	<u>Degree</u>	<u>Grad. Date</u>	<u>Years Attended</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certification:

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

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Current Employment Information:

Name of school or organization:

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Position: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Are you presently under contract? Yes \_\_\_\_ No \_\_\_\_

If so , when does your contract expire? \_\_\_\_\_

When would you be able to begin in School Union 69? \_\_\_\_\_

Work Experience:

Please list, beginning with your current or most recent experience. Please complete application, do not direct to resume.

<u>School System/ Organization</u>	<u>Position/ Responsibilities</u>	<u>Reason for Leaving</u>	<u>Dates From/To</u>
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Other Relevant Work Experience & Achievements:

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Areas of Interest:

Please indicate/check grade level(s) at which you are interested in substituting:

K-2 \_\_\_\_\_ 3-5 \_\_\_\_\_ 6-8 \_\_\_\_\_ Special Education \_\_\_\_\_

If you are interested in substituting at the elementary level and have a specialty area,

Please check the area(s):

Art \_\_\_\_\_ Music \_\_\_\_\_ Phys Ed. \_\_\_\_\_ Other: \_\_\_\_\_

Please indicate the school(s) in which you are willing to work:

Hope Elementary \_\_\_\_\_ Appleton Village \_\_\_\_\_ Lincolnville Central \_\_\_\_\_

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? Yes \_\_\_\_\_ No \_\_\_\_\_

Has your contract in a prior position ever been non-renewed? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever not been nominated to re-employment in a prior position or ever had your nomination for re-employment not 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 charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you:

- a) Ever been convicted of a crime, other than a minor traffic offense; or
- b) Ever entered a plea of guilty or a plea of "no contest" (nolo contendere); or
- c) Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for 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 \_\_\_\_\_

If you have answered YES to any of the previous questions, provide full details on an additional sheet including 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.**

References:

List three, 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 above).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 Maine School Union 69 contacts in connection with my employment application to fully provide Maine School Union 69 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 Maine School Union 69, 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 committee 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.
- Copy of Maine Certification(s), if applicable
- Copy of college transcripts, if applicable
- YES to any of the questions in the background section explained
- Application signed
- Fingerprint approval, if available at this time

NOTE: All application materials become the property of Maine School Union 69. None will be returned. Providing any false or misleading information on this application or in the application of 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 the requirements for complete background checks and fingerprinting as required by Maine State Statute.

Revised: June 2009