

MAINE SCHOOL ADMINISTRATIVE DISTRICT #12
- 606 MAIN STREET
JACKMAN, ME 04945
(207) 668-7749 FAX (207) 668-4482

APPLICATION FOR 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 _____ Position(s) applying for: (Grade level, subject, other) _____

Name _____

When will you be available? _____

Permanent Address _____ Phone _____

Temporary Address _____ Phone _____

Email Address _____

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

NUMBER OF SEMESTER HOURS IN:

Reading _____ Your Degree Major _____ Minor _____

Math _____

Special Education _____

To be completed by clerical applicants: Keyboarding words per minute _____

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

TYPE	STATE	DATE ISSUED	DATE OF EXPIRATION

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible for?

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, State House Station #23, Augusta, ME 04333-0023

EXPERIENCE A resume must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved. Please list below positions held, employer and dates of employment for the past ten years. Use the back of the page if necessary. ***Please account for any gaps in employment on a separate sheet.***

From Month	To Month	Position	Employer Name and Address	Supervisor Name

Number of years of teaching experience _____. On a separate sheet, please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

BACKGROUND

Question (please check the appropriate answer at right)	Yes	No
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.

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 below).

<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 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
- _____ Gaps in employment during the past ten years explained
- _____ YES answers to any of the questions in the Background section are explained
- _____ Application has been signed
- _____ Copies of Transcript(s)
- _____ Copies of Maine Certification(s)
- _____ Resume
- _____ Illustration to your philosophy of teaching
- _____ 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.