

SACOPEE VALLEY SCHOOL DISTRICT

MSAD 55

137 South Hiram Road

Hiram, ME 04041

Telephone: (207) 625-2490



Baldwin – Cornish – Hiram – Parsonsfield – Porter

APPLICATION FOR SUBSTITUTE TEACHING POSITION

MSAD 55 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Applicant Name	
Address	
Phone Number	
Email Address	
Date of Application	
Position Applying For	

CERTIFICATION: Starting with Criminal History Record Check Approval, please list certification(s) you hold, and provide copies of certification.

Type	Issuing State	Date Issued	Date of Expiration

All employees of school systems are required to obtain a Criminal History Record Check (CHRC) approval from the Department of Education based on fingerprints. Register on line at www.identogo.com There is a one-time \$55 fee for this process. An approval application must be sent to the Department of Education along with an addition \$15.00 non-refundable fee.

EDUCATION: Starting with high school, please list any schools or colleges that you have attended.

School Attended	Address	Years Attended	Degree/Graduated

EXPERIENCE: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

Employment Dates	Position	Duties	Employer

Please list any experience that you have had working or volunteering with children/youth.

Dates	Duties	Location

Please indicate the grade level(s) and subject area(s) in which you are interested in substituting:

Pre-K	
Elementary (Grades K-3)	
Middle School (Grades 4-8)	
High School (Grades 9-12)	
Special Education	
Art	
Music	
Physical Education	
Other (Please specify)	

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 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.

REFERENCES: Please provide three references who are not related to you who are familiar with your work, or who know of your experience working with youth. Please include at least one former employer.

Name	Position	Address	Telephone

SIGNATURE:

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 55 contacts in connection with employment application to fully provide the MSAD 55 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 the MSAD 55 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 DRIVING POSITION CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
 - _____ Gaps in employment during the past ten years explained
 - _____ Copy of CHRC Approval
 - _____ Letter of Interest
 - _____ YES to any of the questions in the Background section explained
 - _____ Application signed
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD 55. 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.