



SACOPEE VALLEY SCHOOL DISTRICT



MSAD 55
137 South Hiram Road
Hiram, ME 04041
Telephone: (207) 625-2490

Baldwin – Cornish – Hiram –
Parsonsfield – Porter

APPLICATION FOR 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 additional \$15.00 non-refundable fee. Inquiries regarding Maine teaching certification should be addressed to the Maine Department of Education, Division of Certification, Augusta, ME 04333

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

School Attended	Address	Years Attended	Degree/Graduated

Number of semester hours in:

_____ Reading _____ Major (Subject: _____)
 _____ Math _____ Minor (Subject: _____)
 _____ Special Education _____ Major (Subject: _____)
 _____ Minor (Subject: _____)

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. Please account for any gaps in employment on a separate page.

Employment Dates	Position	Duties	Employer

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:

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 (City, State)	Telephone	Alternate Contact Information (email or summer 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 TEACHING POSITION CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
 - _____ Copies of Transcript(s)
 - _____ Copy of Maine Certification(s)
 - _____ Resume
 - _____ Gaps in employment during the past ten years explained
 - _____ Illustration of your philosophy of teaching
 - _____ YES to any of the questions in the Background section explained
 - _____ Three letters of reference
 - _____ 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.