

**Maine School Administrative District No. 22
 Hampden, Newburgh, and Winterport
 24 Main Road North
 Hampden, ME 04444
 (207) 862-3255, Fax (207) 862-2789**

Application for Substitute Teaching Position

MSAD #22 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

All applicants must provide proof of criminal history records check (fingerprinting)

DATE: _____ CHRC Approval Number: _____
 (Also attach copy of certificate)

Name _____

When will you be available? _____

Address _____ Phone _____

Email address _____

Mailing Address if different from above:

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

College/University Attended	Degree Awarded (if any)	No. of Yrs. Attended	Grade Point Average

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

Type	State	Date Issued	Date of Expiration

EXPERIENCE: Please list previous teaching/substitute experience. Please attach a copy of your resume.

Dates (Month/Year) From - To	Position/Grade & Subject taught	Employer

AREAS OF INTEREST:

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

<input type="checkbox"/>	K-2	<input type="checkbox"/>	9-12
<input type="checkbox"/>	3-5	<input type="checkbox"/>	Special Education
<input type="checkbox"/>	6-8	<input type="checkbox"/>	

2. If you are interested in substituting at the elementary level and have a specialty area, please check the area(s):

<input type="checkbox"/>	Art	<input type="checkbox"/>	Physical Education
<input type="checkbox"/>	Music	<input type="checkbox"/>	Other

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

4. Please check appropriate items. Willing to substitute at:

Hampden		Newburgh		Winterport	
<input type="checkbox"/>	Hampden Academy (9-12)	<input type="checkbox"/>	Newburgh Elementary (K-5)	<input type="checkbox"/>	Smith Elementary (K-5)
<input type="checkbox"/>	Reeds Brook Middle School (6-8)	<input type="checkbox"/>		<input type="checkbox"/>	Wagner Middle (6-8)
<input type="checkbox"/>	Weatherbee Elementary (3-5)	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	McGraw Elementary (K-2)	<input type="checkbox"/>		<input type="checkbox"/>	

REFERENCES: Please provide three references who are not related to you and are familiar with your work as a teacher, substitute or who know of your experience working with youth.

Name	Position	Address	Phone

BACKGROUND: Maine School Administrative District #22 is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions by all candidates. Please check yes or no.	YES	NO
1. Have you ever been disciplined, discharged, or asked to resign from a prior position?		
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
3. Has your contract in a prior position ever been non-renewed?		
4. Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved?		
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
6. Have you ever been convicted of a crime (other than a minor traffic offense)?		
7. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
8. 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?		
9. 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)?		
If you have answered "yes" to any of the previous questions, provide full details below or 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.		

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. #22 contacts in connection with my employment application to fully provide M.S.A.D. #22 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. #22, its agents and officials or against any provider of such information.

M.S.A.D. #22 is a smoke-free working environment.

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 PERSONNEL CHECK LIST: The completed employment application cannot 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
	YES to any of the questions in the Background section explained
	Application signed

Please note: All application materials become the property of M.S.A.D. #22. 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.

Applications will be retained for a period of 18 months from date of receipt.

All applicants must provide proof of criminal history records check (fingerprinting) as required by the State of Maine Department of Education.