

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 45
33 School Street
Washburn ME 04786
(207) 455-8301

APPLICATION FOR TEACHING POSITION

M.S.A.D. #45 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Today's date: _____ Social Security Number: _____ - _____ - _____

Position for which you are applying: _____

Name _____

Permanent Address _____ Phone _____

Temporary Address _____ Phone _____

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

Colleges/Universities Attended	Degree Awarded (if any)	No. of Yrs. Attended	Grade Point Average

Number of semester hours in:

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

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

Type	State	Date Issued	Date of Expiration

NOTE: Candidates who do not hold Maine certification should contact the Maine Department of Education, Division of Certification and Placement, 23 State house Station, Augusta, Maine 04333-0023 Telephone: (207) 624-6603

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extracurricular 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.

From (month/year)	To(month/year)	Position	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?

REFERENCES: Please 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).

#	Name	Position	Address	Phone

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 not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? 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 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 the M.S.A.D. #45 contacts in connection with my employment application to fully provide M.S.A.D. #45 with 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. #45, its agents and officials, Maine School Management Association, 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.

Date

Signature

APPLICATION FOR TEACHING POSITION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed
 - Copy 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 current letters of reference
 - Application signed
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #45. 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.

M.S.A.D. #45 is an Equal Opportunity Employer.