



West Bath School Administrative Unit

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APPLICATION FOR SUBSTITUTE TEACHING

The West Bath School Administrative Unit (WBSAU) does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Criminal History Records Check (CHRC): All employees of school systems are required to obtain a CHRC approval from the Department of Education (DOE) based on fingerprints. The DOE requires a fee that is due with the initial application and an additional fee upon registering for fingerprinting at an approved location.

Have you completed the CHRC approval process through the DOE? Yes No
(If 'Yes', please provide a copy of your CHRC approval card.)

Position applying for (Grade level, subject, other) _____

Full Name _____

Mailing address _____

Telephone Number(s) _____

E-mail address _____

When will you be available? _____

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

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>

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

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>

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

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine 04333.

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.

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer</u>
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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: 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>Telephone</u>
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BACKGROUND:

- Have you ever been convicted of an offense other than a minor traffic violation? Yes No
(OUI convictions are not considered minor and must be reported.) Have you ever been arrested, charged, or convicted of a felony? Yes No
- Have you ever been arrested, charged, or convicted of a sex-related offense? (even if no contest or charges dropped or pled down) Yes No
- Have you ever been arrested, charged, or convicted of a drug-related offense? (even if no contest or charges dropped or pled down) Yes No
- Have you ever been arrested, charged, or convicted for an act of violence, including domestic violence? Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes No
- Has your professional license ever been revoked? Yes No
- Have you ever been discharged or separated from a position with a school district or been asked to resign from a licensed arrangement? Yes No
- Have you ever been the subject of an investigation by a school district or any other employer? Yes No
- Have you ever resigned from a prior position after a complaint had been received against you Yes No

or your conduct was under investigation or review?

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

Have you ever had sanctions placed on your teaching certificate for any reason? Have you ever been denied a teaching certificate anywhere? Yes No

Is disciplinary action currently pending anywhere against your certificate? 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 has your nomination for re-employment failed to be approved? Yes No

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Have you ever had a protection order filed against you? Yes No

If yes, in what county/parish and state _____

Have you ever entered a plea of guilty or "no contest" 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

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 WBSAU contacts in connection with my employment application to fully provide the WBSAU 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 WBSAU, 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.

Applicant Signature _____ Date _____

APPLICATION FOR SUBSTITUTE TEACHING POSITION CHECKLIST: 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
- Illustration of your philosophy of teaching
- 'Yes' to any of the questions in the Background section explained
- Three letters of reference
- Application signed

NOTE: All application materials become the property of the WBSAU. Providing any false or misleading information on this application or in the 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. Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.