

**MSAD 54**

**196 W. Front St., Skowhegan, Maine 04976 (207) 474-9508**

Canaan  
Cornville  
Mercer

**Application for Employment  
for the position of Substitute Teacher**

Norridgewock  
Skowhegan  
Smithfield

MSAD 54 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**EDUCATION:** Transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately. **A copy of your high school diploma is required if you do not have a college degree.**

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

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

Type	State	Date Issued	Date of Expiration

**EXPERIENCE:** Please list previous teaching/substituting experience. Please attach a copy of your résumé.

Grade/Subject	Position	Employer	Dates (from/to)

**AREAS OF INTEREST:**

- Please indicate grade level(s) at which you are interested in substituting.  
K-1 \_\_\_\_\_ 2-4 \_\_\_\_\_ 5-6 \_\_\_\_\_ 7-8 \_\_\_\_\_ 9-12 \_\_\_\_\_ Special Education \_\_\_\_\_
- If you are interested in substituting at the elementary level and have a specialty area, please circle the area(s):  
Art      Music      Physical Education      Home Tutoring      ASL
- If you are interested in substituting at the middle school (7-8) or high school (9-12) level, please indicate the specific subject areas:  
\_\_\_\_\_  
\_\_\_\_\_

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

Name	Address	Telephone
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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 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. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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Are you able to perform the tasks of the job for which you are applying, with or without accommodations?

Yes \_\_\_ No \_\_\_

If an accommodation would be required to enable you to perform the job tasks, please describe that accommodation and how it would enable you to perform the job tasks.

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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

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federal agency. I further authorize those persons, agencies or entities that MSAD 54 contacts in connection with my employment application to fully provide MSAD 54 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 MSAD 54, 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

Are you currently a member of the Maine State Retirement System? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently retired from the Maine State Retirement System? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICATION FOR SUBSTITUTE TEACHING POSITION 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) or **copy of your high school diploma if you do not have a college degree.**
- \_\_\_\_\_ Copy of Maine Certification(s)
- \_\_\_\_\_ Copy of résumé
- \_\_\_\_\_ YES to any of the questions in the Background section explained
- \_\_\_\_\_ Copy of your social security card and driver's license (or other appropriate identification for completion of form) 19
- \_\_\_\_\_ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU 54/MSAD 54. 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: Any substitute who has already been fingerprinted will receive a five-year approval card once the national and state records check is complete.**

### Interview Process

1. Date of interview: \_\_\_\_\_

2. Recommendations: \_\_\_\_\_

(circle one) List I, II, III, IV

Interviewer: \_\_\_\_\_  
(signature)