

Substitute Application

ALTERNATIVE ORGANIZATIONAL STRUCTURE #94
Maine School Administrative District #46 ~ Harmony School Department ~ Athens School Department
175 Fern Road Suite 1, Dexter, ME 04930
(207) 924-6000 Fax: (207) 924-7660

AOS94 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX OR OTHER PROTECTED CATEGORIES IN ITS EDUCATIONAL PROGRAMS AND EMPLOYMENT PRACTICES. AOS94 COMPLIES WITH ALL APPLICABLE FEDERAL AND STATE NONDISCRIMINATION LAWS AND REGULATIONS IN ITS RECRUITMENT AND HIRING PROCESSES.

Date _____

Name _____

MEIS (Maine Educator Information System # _____

Address _____

Phone (Cell) _____

Email Address _____

Phone (Other) _____

EDUCATION: Transcripts, including grades, from all college(s)/university(s) 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 certification.

Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Grade/Subject	Position	Employer	Dates (from/to)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AREAS OF INTEREST:

1. Please indicate grade levels(s) at which you are interested in substituting:

K-2_____ 3-5_____ 6-8_____ 9-12_____ Special Education_____

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

Art Music Physical Education Other_____

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

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 investigated for sexual abuse or harassment of another person? 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____

If you have answered YES to any of the previous questions, provide full details on an additional sheet.

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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, including but not limited to permitted disclosures from the Maine Department of Education pursuant to 20-A MRSA §13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process.

I further authorize those persons, agencies or entities that AOS94 contacts in connection with my employment application to fully provide AOS94 any information on the matters set forth above, including the circumstances around any separation from employment. 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 AOS94 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.

I understand and agree that omitting essential facts or providing any false or misleading information on this application or during the employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been employed, to immediately dismiss me.

Signature/Date

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)
 - ☐ Copy of Maine Certification(s)
 - ☐ Copy of resume
 - ☐ YES to any of the questions in the Background section explained
 - ☐ Application signed
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF (SCHOOL UNIT NAME). 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: IN COMPLIANCE WITH MAINE LAW, EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR THE MAINE DEPARTMENT OF EDUCATION CRIMINAL HISTORY RECORD CHECK (CHRC) AND (SCHOOL UNIT NAME) HAS PERFORMED THE MANDATORY MISCONDUCT NOTIFICATION FLAG CHECK.

NOTE: PRIOR CRIMINAL HISTORY, CONVICTION, OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT. THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.

