

BRUNSWICK SCHOOL DEPARTMENT
46 Federal Street
Brunswick, Maine 04011-1995
Tel. 207-319-1900
APPLICATION FOR SUBSTITUTE TEACHING OR TUTOR POSITION

THE BRUNSWICK SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS
EDUCATIONAL AND EMPLOYMENT POLICIES.

Date _____
Name _____
Address _____ Phone _____

EDUCATION: Official transcripts of all college/university grades 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.

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

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

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

AREAS OF INTEREST:

Please indicate grade level(s) at which you are interested in substituting:

K-2 _____ 3-5 _____ 6-8 _____ 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 _____ Other _____

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

TUTORS: Subjects: _____ Grades: _____ Special Education _____

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	City/St./zip	Email References Only
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BACKGROUND:

Have you ever been disciplined, discharged, asked to resign, or failed to receive a continuing contract appointment 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 reemployment in a prior position or ever had your nomination for reemployment 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. Attach additional sheets if necessary. Conviction of a crime is not 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 Brunswick School Department contacts in connection with my employment application to fully provide the Brunswick School Department 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 Brunswick School Department, 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.

Please note: Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State statute.

Signature _____ Driver's License # _____
Date _____

Application Check list: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed and signed
- _____ Copies of Transcripts(s)
- _____ Copy of Certification (if any)
- _____ Resume
- _____ Background check approval
- _____ YES to any of the questions in the Background section explained

Notice

All materials become the property of the Brunswick School Department. None will be returned. Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.