

BRUNSWICK SCHOOL DEPARTMENT

Office of the Superintendent

46 Federal Street

Brunswick, Maine 04011-1995

Telephone (207) 319-1900

APPLICATION FOR TEACHING POSITION

Brunswick School Department does not discriminate in the operation of its educational and employment policies.

Date _____

Position applying for: (grade level, subject, other)
(Separate application & materials needed for each)

Name _____

Permanent Address _____

Phone _____

Temporary Address _____

Phone _____

When are you available? _____

How did you hear about the Brunswick School Department? _____

EDUCATION: Official transcripts of all college/university grades 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
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:

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

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>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you taken the PPST (Praxis I) teacher exam? ____ yes ____ no If yes, please include a copy of your test results.
Have you taken the Praxis II Exam or do you have evidence that you are a Highly Qualified Teacher in Maine?
____ yes ____ no If yes, please include documentation.

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: Number of years of teaching experience _____.

If none, student teaching _____ Substituting _____

A resume must be provided. In addition to educational background and work experience, please 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

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?

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 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 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 of a crime is not an automatic bar to employment.

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>Phone</u>

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
- _____ Copy of Certification
- _____ National Teacher’s Exam results (if applicable)
- _____ Resume
- _____ Background Check
- _____ 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

Applications will remain active for a period of 12 months from date of receipt. 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.