

**SCHOOL UNION #122**  
 New Sweden – Westmanland – Woodland  
 843 Woodland Center Road Suite #3  
 Woodland, ME 04736  
 207.498.8436 – 207.498.6349 (fax)

**APPLICATION FOR TEACHING POSITION**

THE UNION #122 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date \_\_\_\_\_ Position (s) applying for: (Grade level, subject, other) \_\_\_\_\_

Name \_\_\_\_\_

When will you be available? \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Temporary Address \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

EDUCATION: Official 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>

Number of semester hours in:

\_\_\_\_\_ Reading \_\_\_\_\_ Major (Subject: \_\_\_\_\_)

\_\_\_\_\_ Math \_\_\_\_\_ Minor (Subject: \_\_\_\_\_)

\_\_\_\_\_ Special Education \_\_\_\_\_ Major (Subject: \_\_\_\_\_)

**CREDENTIAL:** List credential(s) you hold and provide copies of credentials.

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

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

**NOTE:** Candidates who do not hold Maine credentials should direct any inquiry to the Maine Department of Education, Certification Office, 23 State House Station, Augusta, Maine 04333-0023, (207)-624-6603.

**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 all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.** In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

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

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?

Do you have an approved CHRC (criminal history record check (finger printing)) from the State of Maine? If yes, please attach a copy. Yes \_\_\_ No \_\_\_

**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 while 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, credential 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 on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition is not necessarily an automatic bar to employment.

**REFERENCES:** List three, two of whom are your 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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that the **UNION #122** contacts in connection with my employment application to fully provide the **UNION #122** 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 **UNION #122** its agents and officials or against any provider of such information.

I understand that information submitted with and in support of 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 further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

**I AGREE AND UNDERSTAND 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  
Printed name \_\_\_\_\_

\_\_\_\_\_  
Date

**NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF UNION #122. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.**

**APPLICATION FOR 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 Credential(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

# SCHOOL UNION #122

New Sweden - Westmanland - Woodland  
843 Woodland Center Road, Suite 3, Woodland, ME 04736  
[www.schoolunion122.net](http://www.schoolunion122.net)  
Tel: 498-8436 - Fax: 498-6349

Christopher Martin  
Business Manager

Karla C. Michaud  
Superintendent

Laurie Christie  
Administrative Assistant

## Supplemental Application Form for Positions Requiring State Bureau of Investigations (SBI) Checks

School Union 122 requires the completion of certain background checks for positions with responsibilities for childcare or close interaction with children and/or adults. Please complete this supplemental application form so that these checks may be conducted. A prior conviction or complaint will not necessarily make you ineligible to be hired; decisions will be made based on the circumstances of each individual situation.

NAME: \_\_\_\_\_  
First Middle Last

CURRENT ADDRESS: \_\_\_\_\_  
Street Phone  
Town County (must complete) State Zip

1. Other names under which my records might be found (maiden name, former name, etc):  
\_\_\_\_\_

2. Date of Birth \_\_\_\_\_ 3. Social Security # \_\_\_\_\_

### I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE, I UNDERSTAND THE FOLLOWING:

1. If I am selected for a position, my record will be checked with the State Bureau of Identification.
2. If information regarding convictions indicates that my employment would place children and/or adults at risk, the offer of employment may be withdrawn or my employment may be terminated.
3. Falsification of information on this form will make me ineligible to be hired or will be grounds for discharge.
4. The information obtained as a result of this SBI check will be treated with utmost respect for my confidentiality and privacy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete at your earliest convenience  
and return with your employment application to:  
School Union 122  
Superintendent's Office  
843 Woodland Center Road, Suite 3  
Woodland, ME 04736