

**Monmouth School Department
Post Office Box 460
Monmouth, Maine 04259
207.933.3062**

APPLICATION OF TEACHING POSITION

The Monmouth School System does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Date _____ Position(s) of interest: (grade/subject) _____

Name _____

Social Security # ____ - ____ - _____

When will you be available? _____

Permanent address: _____ Phone _____

Temporary address: _____ Phone _____

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 Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of Semester Hours in:

Reading _____	Major (Subject) _____
Mathematics _____	Minor (Subject) _____
Special Education _____	Major (Subject) _____
	Minor (Subject) _____

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

<u>TYPE</u>	<u>STATE</u>	<u>DATE ISSUED</u>	<u>DATE OF EXPIRATION</u>
_____	_____	_____	_____
_____	_____	_____	_____

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: 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 position held, employer and dates of employment for the past ten years. Please account for any gaps in employment on a separate page.

<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?

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 complaint had been received against you or your conduct was under investigation or review? Yes __ No __

Has you 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” 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 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 of a crime is not necessarily an automatic bar from 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 letter of reference from persons who are not related to you (may be from reference 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 Monmouth School Department contacts in connection with my employment application to fully provide the Monmouth 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 Monmouth 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.

Signature/Date

APPLICATION FOR TEACHING CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided.

- Application form fully completed
- Copies of Transcripts
- Copy of Maine Certificate
- Resume
- Gaps in employment during the past ten years explained
- Illustration of your philosophy
- YES to any of the questions in the Background Check explained
- Three letters of reference
- Application signed

NOTE: All application materials become the property of the Monmouth School Department. 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: Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.