

MAINE INDIAN EDUCATION

39A Union Street
CALAIS, ME 04619
207-454-2126
207-454-3772 (fax)



APPLICATION FOR SUBSTITUTE TEACHING POSITION

Maine Indian Education does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

NATIVE AMERICAN PREFERENCE*

Date _____ Position(s) applying for:
Name _____ (Grade level, subject, other)
S.S.# _____
When will you be available? _____
Permanent Address _____
Phone Number(s) _____
Temporary Address _____
Phone Number _____ E-mailed address: _____

EDUCATION: 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.	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:
_____ Reading _____ Major (Subject: _____)
_____ Math _____ Major (Subject: _____)
_____ Special Ed. _____ Major (Subject: _____)
_____ Major (Subject: _____)

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

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

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible? _____

Do you hold a Maine CHRC (Criminal History Record Check)? _____
CHRC Date of Expiration _____

*Applicants claiming Native American preference should provide proof of tribal affiliation.

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AREAS OF INTEREST:

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

K-2 _____ 3-5 _____ 6-8 _____ Special Ed. _____

If you are interested in substituting at the elementary level and have a specialty area, please circle the areas(s): Art Music Physical Education Other _____

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

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).

Name	Position	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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? 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 _____

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 to employment.

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Are you related to any members of the School Committee in any of the following ways:
Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife,
father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather,
stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.
Yes _____ No _____ If yes, please circle relation.

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. I further authorize those persons, agencies or entities that Maine Indian Education contacts in connection with my employment application to fully provide Maine Indian Education 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 Maine Indian Education, 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 POSITION CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Copies of Transcript(s)
- _____ Copy of Maine Certification(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

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE INDIAN EDUCATION. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THE APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREEING 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.

Rev. 2/05