

Calais School Department
32 Blue Devil Hill,
Calais, ME 04619
(207) 454-7561
Application for Teaching Position

For Office Use Only

Date Received:

Initials:

The Calais School Department does not discriminate in the operation of its Educational and Employment Policies and will honor all appropriate laws relative to discrimination.

***BE SURE TO COMPLETE ALL PARTS OF THE APPLICATION. INCOMPLETE APPLICATIONS
WILL NOT BE CONSIDERED***

(Grade Level, Subject & School)

Date _____ Position applying for: _____

Name _____ Date of Birth _____

When will you be available? _____ Last Four of Social Security Number: _____

Address _____ Email _____

Phone _____ Cell Phone _____

EDUCATION: Transcripts, including grades, from all colleges/university(ies) attended **must be provided.**
This section must be completed accurately.

School Attended	Address	No. Of Years	GPA

Number of hours in:

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

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

Type	State	Date Issued	Date of Expiration

If you do not have a Maine Certification, what type of certification are you applying for and eligible for?

NOTE: Candidates who do not hold Maine Certification should direct their inquiries to the Maine Department of Education, Certification Office, 23 State House Station, Augusta, ME, 04333. The phone number is (207)624-6603.

EXPERIENCE: A resume must be provided. In addition to your educational background and work experience, include extracurricular activities in which you have been involved. Please list below: positions held, employer, and dates of employment for the past ten (10) years. Please account for any gaps in employment on a separate page.

From (month/year)	To (month/year)	Position	Employer

Number of years teaching experience _____. On a separate sheet, please describe a specific class activity you planned and conducted that 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 students' 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 a complaint had been received against you, or was your conduct 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 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 with 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, the offence in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily 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 Calais School Department contacts in connection with my employment application to fully provide the Calais School Department with any information on the matters set forth above. I expressly waive in connection with any request for our 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 Calais School Department, its agents, and officials, or against any provider of such information.

I understand that the information I submit in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and community members. I give my consent to this disclosure.

Signature

Date

APPLICATION FOR TEACHING PERSONNEL 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 Certificate(s)/Fingerprint approval
 - _____ Resume
 - _____ Gaps in employment explained
 - _____ Illustration of your philosophy of teaching
 - _____ YES to any of the questions in the background section explained
 - _____ Three (3) letters of reference
 - _____ Application signed
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Note:

All application materials become the property of the Calais School Department. No materials will be returned. Providing any false or misleading information on this application or in this 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 finalised until the applicant has completed the requirements for complete background checks and fingerprints as required by Maine state statute.