

POSITION APPLIED FOR: _____

MADAWASKA SCHOOL DEPARTMENT

328 ST. THOMAS STREET, SUITE 201

MADAWASKA, MAINE 04756

(207) 728-3346

APPLICATION FOR A PROFESSIONAL POSITION

Criminal History Record Check Required

(Please provide copy)

NAME OF APPLICANT: _____

DATE OF APPLICATION: _____

THE MADAWASKA SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

MADAWASKA SCHOOL DEPARTMENT
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MADAWASKA, MAINE 04756
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Applications will be retained for a period of 18 months from date of receipt. All materials become the property of the Madawaska School Department. None will be returned.

How did you hear about this opening? Web _____ Newspaper _____ Other _____
(Please explain)

Date _____ Position(s) applying for: (in order of preference)
 (Grade level, subject, other)

Name _____
(in full)

When will you be available? _____

Permanent Address _____ Phone _____
(Street) (City) (State) (Zip Code)

Temporary Address _____ Phone _____
(Street) (City) (State) (Zip Code)

Are you presently under contract? _____ Date of contract expiration? _____

Present salary? _____ Minimum salary you would accept? _____

EDUCATIONAL AND PROFESSIONAL TRAINING

Transcripts of all college/ university grades must be provided
 It is essential that this section be completed accurately

	NAME OF INSTITUTION	YEAR OF GRADUATION	DIPLOMA OR DEGREE	GPA	MAJOR (S)	SEM. HRS. IN MAJOR	CPA IN MAJOR
HIGH SCHOOL							
COLLEGE							
UNIVERSITY							
GRADUATE WORK							

Have you taken the Praxis Examination? _____ YES _____ NO _____ NOT REQUIRED

Have you had your fingerprints taken as required by the Criminal History Record Check? _____ YES _____ NO

CERTIFICATION

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

<u>STATE</u>	<u>CLASS</u>	<u>TYPE</u>	<u>LEVEL</u>	<u>ENDORSEMENT (S)</u>	<u>EXPIRATION DATE (S)</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. TEL. # (207)-289-5944

When possible a personal interview is required before appointment will be made. A resume must be provided. in addition to educational background and work experience, include extra-curricular activities in which you have been involved.

Applications in which page 4 is not completed and signed will not be considered.

TEACHING EXPERIENCE

(Professional Experience or Vocational Trade Experience)

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.

NAME OF SCHOOL OR INSTITUTION AND LOCATION	GRADES OR SUBJECTS TAUGHT/POSITION HELD	DATE FROM.....TO	NUMBER OF YEARS

Which extra/co-curricular activities are you able to coach or direct?

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?

If you wish to provide more detailed information as to your qualifications to teach, direct, or coach any one or more of the activities listed please include this information as part of your application packet.

REFERENCES

Give five references whom we may contact; include superintendents and principals under whom you have taught, who have first-hand knowledge of your character, scholarship and teaching ability. In addition, please provide three letters of reference from persons not related to you (may be from references listed below).

NAME	ADDRESS & PHONE NUMBER	OFFICIAL POSITION
1.		
2.		
3.		
4.		
5.		

BACKGROUND

Have you ever been disciplined, discharge, 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 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 guilt 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.

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 Madawaska School Department contacts in connection with my employment application to fully provide the Madawaska 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 Madawaska School Department its agents and officials or against an 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 PROFESSIONAL POSITION CHECK LIST: 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 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
- CHRC

NOTE: All application materials become the property of the Madawaska 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.