

Hermon School Department
P.O. Box 6360
Hermon, Maine 04402-6360
Tel. (207) 848-4000, x 6000 / FAX (207) 848-5226

Application for Substitute Teaching Position

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

Date _____

Name _____

Address _____

Email _____ Phone _____

If a college student, your permanent address is:

EDUCATION: Transcripts, including grades, from all college(s) /university (ies) attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded (if any)	Year Degree Awarded	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

CRIMINAL HISTORY RECORD CHECK: Effective July 1, 2002, substitute teachers must be fingerprinted and receive CHRC approval. Please provide a copy of your CHRC card.

EXPERIENCE: Please list previous teaching/substituting experience and attach a copy of your resume.

Grade/Subject	Position	Employer	Dates (to/from)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AREAS OF INTEREST:

1. Please indicate grade level(s) at which you are interested in substituting:

PreK-4 5-8 9-12 Special Education

2. If you are interested in substituting at the elementary level and have a specialty area, please circle the area(s):

Art Music Physical Education Other _____

3. If you are interested in substituting at the middle school and/or high school level, please indicate the specific subject areas:

4. Check Days Available:

Monday Tuesday Wednesday Thursday Friday ALL

5. If you also interested in tutoring, please indicate below the subject area(s) and or grade levels for which you will tutor:

REFERENCES:

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 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 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, please provide full details below including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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 the Hermon School Department contacts in connection with my employment application to fully provide the Hermon School Department with 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 Hermon 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 school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature / Date

APPLICATION CHECK LIST:

The completed employment application cannot be evaluated unless all of the following materials have been provided.

- Application fully completed and signed
- Copies of transcript(s)
- Copy of Maine certification(s)
- Copy of resume
- YES to any of the questions in the Background section explained

NOTE: All application materials become the property of the Hermon 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 the Maine state statute.

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