



M.S.A.D No. 75
 50 Republic Ave.
 Topsham, Maine 04086

SUBSTITUTE APPLICATION

Substitute Position(s) Applying For: Check the boxes for those positions you are interested in substituting for:

- | | | |
|---------------------------------------|-----------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Education Technician | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Custodian | <input type="checkbox"/> Bus Driver |

For consideration of employment a copy of your Department of Education Criminal History Record Check (CHRC) Approval card must be attached.

Full Name: _____ **Email:** _____
Address: _____ **Phone:** _____
City: _____ **State:** _____ **Zip:** _____

Check highest level of education completed:

- High School Graduate College* _____ 1 YR. _____ 2 YR. _____ 3YR. _____ 4 YR.
 Graduate Degree* _____ Other* _____

If you have been awarded a degree, please list Major: _____

* *Attach copies of transcripts*

Do you have a Maine State Teaching Certificate? *(If yes, please attach):* YES NO

Do you have a Maine State Educational Technician Authorization? *(If yes, please attach):* YES NO
 Level: Ed Tech I Ed Tech II Ed Tech III

WORK EXPERIENCE: List all positions held within the last 10 years. *(Please attach copy of resume if possible.)*

<i>Organization</i>	<i>City, State</i>	<i>Position Held</i>	<i>Dates</i>	<i># Years</i>

REFERENCES: We may contact Employers listed below for a reference. List four work references: Name, Company, Title/Position, Address and Telephone Number (Friends and Family members are not acceptable references).

1. _____ _____ _____ _____	2. _____ _____ _____ _____
3. _____ _____ _____ _____	4. _____ _____ _____ _____

Check the schools below that you are available to substitute for:

Elementary: Williams-Cone (Topsham) Woodside Elementary (Topsham)
 Bowdoin Central Bowdoinham Community
 Harpswell Community

Secondary: Mt. Ararat Middle School Mt. Ararat High School

Please list any specific subject(s) areas: _____

Comments: _____

1. Have you ever failed to receive reappointment or tenure election for which you were eligible? NO YES
 If yes, please explain: _____

2. Have you ever been disciplined, discharged, or asked to resign from a prior position? NO YES
 If yes, please explain: _____

3. Have you ever been charged with or investigated for sexual abuse of another person? NO YES
 If yes, please explain: _____

4. Have you ever been charged with, pleaded guilty or “no contest” (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? NO YES
 If yes, please explain: _____

5. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or entered a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense: NO YES
 If yes, please explain: _____

Note: Conviction of a crime is not an automatic bar to employment by the school unit.

6. I understand any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal/discharge.
7. My signature below constitutes authorization to check my employment history, including without limitation, Criminal arrest and conviction record checks, previous employment, reference check, and release of investigatory information possessed by any state, local or federal agencies. I further authorize those persons, agencies or entities that M.S.A.D. No. 75 contact in connection with my employment application to fully provide M.S.A.D. No. 75 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 M.S.A.D. No. 75, its agents and officials or against any provider of such information.

I certify that the information given in this application is correct and true to the best of my knowledge.

(Signature of applicant)

(Date)

NON-DISCRIMINATION POLICY STATEMENT

Maine School Administrative District No. 75 intends that all of its educational programs and employment practices and policies will not discriminate on the basis of sex, race, religion, age, disability, or national origin as defined by Title IX of the Education Amendments of 1972, the Maine Human Rights Act, the Americans With Disabilities Act, Maine Public law 153, and other relevant legislation. Inquiries concerning Title IX may be made to the Director, Office of Civil Rights, HHS, Washington, D.C., or to the Affirmative Action Officer, M.S.A.D. No. 75, 50 Republic Ave., Topsham, ME 04086

You may provide additional information you believe is pertinent to this application on a separate sheet of paper.

EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATUTE.