

KITTERY SCHOOL DEPARTMENT
200 Rogers Road, Kittery, ME 03904-1458
207-475-1334
www.kitteryschools.org

APPLICATION for SUBSTITUTE/TUTOR
PLEASE PRINT or TYPE

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

Last Name:	First Name:			
Permanent Address:				
Home Phone:	Cell Phone:			
Work Phone:	Email Address:			
Today's Date:	When will you be available?			
Position(s) Applying For: (grade level, subject, other)				
Area(s) of Interest: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%; vertical-align: top;"> ~ Teacher K-3 ~ Teacher 5-8 ~ Teacher 9-12 ~ Technology ~ Foreign Language ~ Music ~ Art ~ Tutor </td> <td style="width: 33%; vertical-align: top;"> ~ Special Education Teacher ~ Special Education Ed Tech II, III (Assistant) ~ Educational Technician I/Aide ~ Educational Technician II, III (Assistant) ~ Educational Technician II, III (Health) ~ Nurse ~ Kitchen Helper/Assistant Manager/Manager </td> <td style="width: 33%; vertical-align: top;"> ~ Other: _____ _____ _____ _____ </td> </tr> </table>		~ Teacher K-3 ~ Teacher 5-8 ~ Teacher 9-12 ~ Technology ~ Foreign Language ~ Music ~ Art ~ Tutor	~ Special Education Teacher ~ Special Education Ed Tech II, III (Assistant) ~ Educational Technician I/Aide ~ Educational Technician II, III (Assistant) ~ Educational Technician II, III (Health) ~ Nurse ~ Kitchen Helper/Assistant Manager/Manager	~ Other: _____ _____ _____ _____
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School(s) of Interest: ~ Mitchell School (K-3) ~ Shapleigh School (4-8) ~ Traip Academy (9-12)	Do you have a subject area you are specialized in teaching and what grade level?			

Total Number of Years of Teaching Experience: <table style="margin-left: 20px; margin-top: 5px;"> <tr> <td style="width: 100px;">_____</td> <td>Public Education</td> </tr> <tr> <td>_____</td> <td>Private School/and/or Higher Education</td> </tr> <tr> <td>_____</td> <td>Substitute Teaching</td> </tr> <tr> <td>_____</td> <td>Tutoring</td> </tr> </table>	_____	Public Education	_____	Private School/and/or Higher Education	_____	Substitute Teaching	_____	Tutoring
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_____	Substitute Teaching							
_____	Tutoring							

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

College/University	Degree Awarded	Date Degree Awarded
High School		

Undergraduate - MAJOR field of study:		Number of semester hours:	
Undergraduate - MINOR field of student:		Number of semester hours:	
Graduate - MAJOR field of study:		Number of semester hours:	
Graduate - MINOR field of study:		Number of semester hours:	

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

Do you hold a Maine Teacher Certificate or Educational Technician Authorization? ~ Yes ~ No If yes, indicate below.		
Type	State	Date of Expiration

For applicants who meet criteria for “Highly Qualified Teacher”.
List those Subject Areas, Grade Levels, and Evidence for which you are a “Highly Qualified Teacher”.

Subject Area(s)	Grade Level(s)	Evidence i.e. Praxis I, Praxis II, Housse, Transcript

On a separate sheet of paper, 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?

CRIMINAL HISTORY RECORD CHECK (CHRC – fingerprinting by state) completed or scheduled.

Have you been fingerprinted in Maine by the State? ~ Yes ~ No	If no, date scheduled:
You must be fingerprinted by the state in order to work in any school. If you need to schedule a fingerprinting appointment, please go to: http://www.maine.gov/education/cert and click on Maine Fingerprinting Registration Form, then select “Department of Education Certification.” Please notify our office if you have completed your fingerprinting, but have not received documentation. Documentation of fingerprinting must be provided to the Kittery School Department in order to begin work.	

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

Employer		
Job Title		
Employer Address		
Employer Telephone		
Name of Supervisor		
Employed (month and year)	From:	To:
Reason for Leaving		
Employer		
Job Title		
Employer Address		
Employer Telephone		
Name of Supervisor		
Employed (month and year)	From:	To:
Reason for Leaving		
Employer		
Job Title		
Employer Address		
Employer Telephone		
Name of Supervisor		
Employed (month and year)	From:	To:
Reason for Leaving		

Employer	
Job Title	
Employer Address	
Employer Telephone	
Name of Supervisor	
Employed (month and year)	From: _____ To: _____
Reason for Leaving	

Employer	
Job Title	
Employer Address	
Employer Telephone	
Name of Supervisor	
Employed (month and year)	From: _____ To: _____
Reason for Leaving	

REFERENCES: List three 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	
Telephone	
Address	

Name	
Position	
Telephone	
Address	

Name	
Position	
Telephone	
Address	

BACKGROUND:

1. Have you ever been disciplined, discharged, or asked to resign from a prior position?	~ Yes	~ No
2. 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
3. Has your contract in a prior position ever been non-renewed?	~ Yes	~ No
4. 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
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person?	~ Yes	~ No
6. Have you ever been convicted of a crime (other than a minor traffic offense)?	~ Yes	~ No
7. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?	~ Yes	~ No
8. 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
9. 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
10. IF YOU ANSWERED YES to any of the previous questions, please <u>provide full details</u> below including, with respect to court actions, the date, offense in question, and the address of the court involved. <u>ATTACH additional sheets if necessary.</u> <u>Conviction or other disposition of a crime is not necessarily an automatic bar to employment.</u>		

Any willful falsification of information or misleading information on this application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, shall be immediate cause for dismissal.

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 Kittery School Department contacts in connection with my employment application to fully provide the Kittery 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 Kittery 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

NOTE: All materials become the property of the Kittery 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.

CHECK LIST: The completed employment application cannot be considered unless all of the following materials have been provided:

- ~ **Application form fully completed**
- ~ **Copy of Transcript(s)**
- ~ **Copy of Maine Certification/Authorization**
- ~ **Resume**
- ~ **Three recent letters of reference**
- ~ **Gaps in employment during the past ten years explained**
- ~ **Application signed and dated**

Policy AC - Nondiscrimination/Equal Opportunity

The Kittery School Committee is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, Kittery School Department prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression. Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.), Equal Pay Act of 1963 (29 U.S.C. § 206), Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), Maine Human Rights Act (5 MRSA § 4551, et seq.)

Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.

Payroll: All payroll forms MUST be complete and returned to the Payroll Clerk in Central Office before a paycheck is issued. If you have any questions about payroll, please call the Payroll Clerk at 475-1332.

The Kittery School Department is an Equal Opportunity Employer.

LL/djs

Revised: June 2009