

**Maine School Administrative District No. 6**  
**Post Office Box 38, Bar Mills, Maine 04004-0038**  
**(207) 929-3831 • 642-2480**  
**(207) 929-9127 FAX**

**APPLICATION FOR SUBSTITUTE TEACHING POSITION**

**Maine School Administrative District No.6 Does Not Discriminate in the Operation of its Educational and Employment Policies and will Honor All Appropriate Laws Relative to Discrimination**

Date: \_\_\_\_\_ Social Security No.: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

When will you be available: \_\_\_\_\_

**EDUCATION**

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

College/University Attended	Degree Awarded (If Any)	Number of Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATION**

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

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

**EXPERIENCE**

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

From (Month/Year)	To (Month/Year)	Position	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more space is needed, please use back of paper or separate sheet of paper.

AREAS OF INTEREST

1. Please indicate grade level(s) at which you are interested in substituting  
 K-2                       3-5                       6-8                       9-12                       Special Education
2. If you are interested in substituting at the elementary level and have a specialty area, please check the area(s)  
 Art                       Music                       Physical Education                       Other \_\_\_\_\_
3. If you are interested in substituting at the Middle School or High School level, please indicate the specific **subject areas**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

Please provide three current references who are not related to you, who are familiar with your work as a teacher, substitute, or who know of your working with youth.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 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 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 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 MSAD #6 contacts in connection with my employment application to fully provide MSAD #6 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 MSAD #6, 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 board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

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**Signature**

**Date**

APPLICATION FOR TEACHING POSITION 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 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 current letters of reference
- Application signed

**NOTE:**

**ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD #6. 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.**

**The mission of the MSAD #6 community is to help all students reach their full potential.**