

SCHOOL UNION #60
PO Box 100, 144 Pritham Avenue
Greenville, ME 04441
(207) 695-3708

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

PERSONAL INFORMATION

DATE: _____

Name _____
Last Name
First Name
Middle Initial

Address _____
Street/PO Box
City
State
Zip Code

Home Phone # _____ Office Phone # _____

Social Security # _____ I may be contacted: at work (_____) at home (_____)

When will you be available: _____

Position (s) applying for: (Grade level, subject, other)

EDUCATION: Transcripts, including grades from all colleges and/or universities attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded (if any)	# of Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of semester hours in:

_____ Reading	_____ Major (Subject: _____)
_____ Math	_____ Minor (Subject: _____)
_____ Special Education	_____ Major (Subject: _____)
	_____ Major (Subject: _____)

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

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you do not hold a Maine certificate, what type of Maine certificate are you applying and eligible for?

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.

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 for the past ten years. Please account for any gaps in employment on a separate page.

<i>From (month/year)</i>	<i>To (month/year)</i>	<i>Position</i>	<i>Employer</i>

Number of years of teaching experience _____. 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 skills. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

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 offence)? 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.

REFERENCES: List three, two of whom are 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 above).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone #</u>

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

_____ Date

_____ Signature

APPLICATION FOR TEACHING 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 (current)
- _____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE GREENVILLE SCHOOL DEPARTMENT AND WILL BE RETAINED FOR A PERIOD OF 18 MONTHS FROM DATE OF RECEIPT. 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.

Greenville School Department is an Equal Opportunity Employer