

**GREENVILLE SCHOOL DEPARTMENT**

**PO Box 100, 144 Pritham Avenue**

**Greenville, ME 04441**

**(207) 695-3708**

**APPLICATION FOR SUBSTITUTE TEACHING**

*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.*

**DATE:** \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Initial

Address \_\_\_\_\_  
Street/PO Box City State Zip Code

Home Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

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

<i>College/University Attended</i>	<i>Degree Awarded (if any)</i>	<i>No. of Yrs. Attended</i>	<i>Grade Point Average</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

**EXPERIENCE:** *Please list previous teaching/substituting experience.*

<i>Grade/Subject</i>	<i>Position</i>	<i>Employer</i>	<i>Dates (from/to)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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 circle the area(s).*

Art Music Physical Education Other \_\_\_\_\_

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

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

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 entered a plea of guilty or "no contest" 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, filled 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 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.

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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 Greenville School Department contacts in connection with my employment application to fully provide the 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 or privacy, or interference with contractual relations that I might otherwise have against the Greenville School Department its agents and officials or against any provider of such information.*

\_\_\_\_\_  
*Signature/Date*

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**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE GREENVILLE 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 MAINE STATE STATUE.**