



**Limestone Community School**  
**93 High Street**  
**Limestone, Maine 04750**  
**207-325-4742**

APPLICATION FOR SUBSTITUTE/TUTOR TEACHING POSITION

LIMESTONE COMMUNITY SCHOOL DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

**NAME** \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

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

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. Of Yrs. Attended</u>	<u>Grade Point Average</u>

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

<b>Type</b>	<b>State</b>	<b>Date Issued</b>	<b>Date of Expiration</b>

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

<b>GRADE/SUBJECT</b>	<b>POSITION</b>	<b>EMPLOYER</b>	<b>DATES (FROM/TO)</b>

**AREAS OF INTEREST:**

- Please indicate grade level(s) and the town(s) at which you are interested in substituting/tutoring:  
 Pre K-2 \_\_\_ 3 - 4 \_\_\_ 5 - 8 \_\_\_ 9 - 12 \_\_\_ Sp. Ed. \_\_\_ Tutor \_\_\_
- If you are interested in substituting/tutoring 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/tutoring at the middle or high school level, please indicate the specific subjects areas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Times of year/days available to sub \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES:** Please provide three references who are not related to you who are familiar with your work as a teacher, substitute, tutor 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” (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 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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 Limestone Community School contacts in connection with my employment application to fully provide Limestone Community School 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 limitations, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against Limestone Community School, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION FOR SUBSTITUTE 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)
- \_\_\_ Copies of Maine Certification(s)
- \_\_\_ Copy of Resume
- \_\_\_ YES to any of the questions in the Background section explained
- \_\_\_ Application signed

**NOTE:** ALL APPLICATION MATERIALS BECOME THE PROPERTY OF LIMESTONE COMMUNITY SCHOOL. 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 STATUTE.**

FOR OFFICE USE ONLY

Asst. Superintendent's approval: \_\_\_\_\_

DOB \_\_\_\_\_ Other Names: \_\_\_\_\_

State Police Records Check Completed \_\_\_\_\_ CHRC Info \_\_\_\_\_

Thank You Letter Sent \_\_\_\_\_ Payroll Info Sent \_\_\_\_\_

Updated sub list \_\_\_\_\_ Entered in Database \_\_\_\_\_

# Fingerprinting

As found on the MDOE website as of 12/11/18

<https://www.maine.gov/doe/cert/fingerprinting>

## Who **must** be fingerprinted?

- Anyone who works for a school district that is over 18 years old
- Anyone who is contracted through a school district
- Volunteers may be asked to be fingerprinted at the discretion of the school district  
(Limestone Community School does require)

## What do I need to be fingerprinted?

- Step 1: Download, Complete and Mail the Application Approval Form  
*\*Don't forget to include the \$15.00 fee*
  - [Application Approval Form](#) (Attached or link on website)
- Step 2: Register with our Fingerprinting Partner. They have a processing fee of \$55.
  - [Visit IdentoGO](#) (Must go online)
    - Note: IdentoGO will provide you with an ID and Confirmation, be sure to keep that.
    - If Renewing: be sure to register as a "new hire" or IdentoGO will redirect you back to the Department of Education.

## How often do I need to be fingerprinted?

- Every 5 Years, unless you have been continuously employed by a school district in Maine.
- **\*\*Coaches and Substitute Teachers** must be fingerprinted every 5 years regardless of continuous employment.

## Where do I get my Fingerprints?

- [Find Approved IdentoGO Locations](#) (Must go online)
- Out of State Applicants: You will receive specific location details after you are registered with [Visit IdentoGO](#)

## What is the status of my Fingerprints?

- You will need to provide your last name, DOB and last 4 digits of your Social Security Number.
- [Check Fingerprint Status](#) (Must go online)



