

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 EDCATIONAL 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.

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

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

Туре	State	Date Issued	Date of Expiration

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

GRADE/SUBJECT	POSITION	EMPLOYER	DATES (FROM/TO)

AREAS OF INTEREST:

1. 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 ____

2. 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 APPICANT 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:				
DOBOther Names:				
State Police Records Check Completed	CHRC Info			
Thank You Letter Sent	Payroll Info Sent			
Updated sub list	Entered in Datebase			

Fingerprinting

As found on the MDOE website as of 12/11/18 https://www.maine.gov/doe/cert/fingerprinting

Who <u>must</u> 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?

- <u>Step 1:</u> 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)
- <u>Step 2:</u> 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.
 - <u>If Renewing</u>: 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)
- <u>Out of State Applicants:</u> 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)

MAINE DEPARTMENT OF EDUCATION APPLICATION FOR INITIAL EDUCATIONAL APPROVAL

1. NAME (First, MI, Last, and optional suffix such as Jr., III)		2. Social S	Security Number -		 Other name(s) under Your records are fil 		DATE
4. Mailing Address 5. EN		5. EMAIL Address 6		6.	City or Town	7. State	8. Zip Code
9. Home Phone	10. Sex Male Female			CE	EPARTMENT OF EDU RTIFICATION OFFICE STATE HOUSE STATI		ИЕ O4333-0023

THE FOLLOWING QUESTIONS MUST BE ANSWERED AND THE BOX CHECKED:

Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it?	YES	NO
Have you ever received a reprimand or other disciplinary action involving any professional certification or license?	YES	NO
Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's)	YES	NO
Have you ever been substantiated by any states health and human services department for child abuse, either sexual or physical?	YES	NO
Are you required to register as a sex offender in any state?	YES	NO
Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country?	YES	NO
Have you ever been investigated by an employer for inappropriate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward?	YES	NO

If the answer is yes to any of the above, please attach a detailed explanation.

I understand that this application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educational credential. I understand that I must notify the Commissioner of the Maine Department of Education in writing within 30 days if in the future the answers to any of these questions change.

Have you had your fingerprints taken as required by the Criminal History Record Check? (See enclosed instructions.)

____NO YES

If yes, where _____

Date: _____

I authorize the Dept. of Education to charge the applicable fees for this application:

M/C ___ VISA ___ EXPIRATION DATE ____ CREDIT CARD NUMBER _____

I hereby declare or affirm under penalty in the law for unsworn falsification that this application, and any supporting documentation provided in support of this application, contains no willful misrepresentations or falsifications and that the information given by me is true, accurate, and complete to the best of my knowledge and belief, and so far as based on information and belief. I believe the information to be true. I understand that my answers may be verified and that I may be declared ineligible for certification and subject to civil or criminal penalties if there are any misrepresentations.

SIGNATURE OF APPLICANT DATE

EFC-300-C REV 6/18



Limestone Community School

Limestone Community School, Superintendent 93 High Street Limestone, ME 04750 superintendent@lcseagles.org 207-325-4742 (Phone) 207-325-4780 (Fax)

Supplemental Application Form for Positions Requiring State Bureau of Investigation (SBI) Checks

Limestone Community School requires the completion of certain background checks for positions with responsibilities for childcare or close interaction with children and/or adults. Please complete this supplemental application form so that these checks may be conducted. A prior conviction or complaint will not necessarily make you ineligible to be hired; decisions will be made based on the circumstances of each individual situation.

NA	\ME:						
		First	Middle	L	ast		
СІ	JRRENT ADDRESS:						
			Street		Phone		
		Town	County (must complete)	State	Zip		
1.	Other names under	which my records might i	be found (maiden name, former nan	ne, etc):			
2.	Date of Birth		3. Social Securi	ty #			
3.	Have your fingerprin	ts been completed for the	s been completed for the certification process?Date Completed				
	I CERTIFY TH	AT THE ABOVE INFOR	MATION IS ACCURATE. I UNDER	STAND THE FOLL	.OWING:		
1.	If I am selected for a	position, my record will	be checked with the State Bureau o	f Identification.			
2.			that my employment would place cl ployment may be terminated.	hildren and/or adult	s at risk, the offer		
2	Eduification of inform	nation on this form will m	oko mo incligiblo to bo birod or will	ha araunda far diaa	horao		

- 3. Falsification of information on this form will make me ineligible to be hired or will be grounds for discharge.
- 4. The information obtained as a result of this SBI check will be treated with utmost respect for my confidentiality and privacy.

Signature

Date

Please complete at your earliest convenience and return with your employment application to: LIMESTONE COMMUNITY SCHOOL Payroll / Human Resources 93 High Street Limestone, ME 04750