

**East Millinocket, Medway & Woodville**

**SCHOOL DEPARTMENTS**  
C/O SUPERINTENDENT'S OFFICE  
25 Middle School Drive  
Medway, Maine 04460  
(207) 746-3470

APPLICATION FOR **SUBSTITUTE TEACHING POSITION**  
FOR SCHOOL YEAR \_\_\_\_\_

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

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Date \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Email \_\_\_\_\_  
Address: \_\_\_\_\_ Do you belong to MEPERS? \_\_\_\_\_  
\_\_\_\_\_ Fingerprinted/Background Check: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Date: \_\_\_\_\_

(Please supply a copy of the approval from Dept. of Education)

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

High School/College/University Attended	Graduation Date and Degree Awarded (if any)	No. of Yrs. Attended	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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.

Grade/Subject	Employer	Dates (from/to)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AREAS OF INTEREST:**

1. Please indicate for which schools you are interested in substituting:

Schenck High School \_\_\_\_\_ Medway Middle School \_\_\_\_\_ Opal Myrick School \_\_\_\_\_ Offices \_\_\_\_\_

2. Please indicate grade level(s) at which you are interested in substituting:

K-2 \_\_\_\_\_ 3-4 \_\_\_\_\_ 5-8 \_\_\_\_\_ 9-12 \_\_\_\_\_ Special Education \_\_\_\_\_

3. 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 \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**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 \_\_\_\_\_

Have you ever resigned from a prior position? 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name	Position	Address	Telephone
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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 SCHOOL DEPARTMENTS contacts in connection with my employment application to fully provide SCHOOL DEPARTMENTS any information on 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 SCHOOL DEPARTMENTS, 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

**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF SCHOOL DEPARTMENTS. 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 APPLICATION/EMPLOYEE.**

Principals Initials:

Date:

\_\_\_\_\_

\_\_\_\_\_

Schenck High School/Opal Myrick Elementary  
Principal Mr. Justin Page  
746-3511

\_\_\_\_\_

\_\_\_\_\_

Dean of Students – Mr. John Montgomery  
746-3511

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\_\_\_\_\_

Medway Middle School – Principal Mrs. Alyssa Dickinson  
746-3470