



MOUNT DESERT ISLAND REGIONAL SCHOOL SYSTEM – AOS #91

OFFICE OF THE SUPERINTENDENT

Mailing: P.O. Box 60, Mount Desert, Maine 04660

Physical: 1081 Eagle Lake Road, Bar Harbor, Maine 04609

(207) 288 - 5049

APPLICATION FOR TEACHING POSITION

THE MOUNT DESERT ISLAND REGIONAL SCHOOL SYSTEM – AOS #91 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name _____ Date _____

School(s) applying to: _____

Position(s) applying for: (grade level(s), subject(s), other) _____

When will you be available? _____ Email Address _____

Permanent Mailing Address _____

Permanent Physical Address _____

Phone _____ Cell Phone/Alternate Phone _____

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

College/University Attended	Degree Awarded (if any)	No. of Years Attended	Grade Point Average

CREDENTIAL: List credential(s) you hold and provide copies of credentials.

Type	State	Date Issued	Date of Expiration

If you do not hold a Maine credential, for what type(s) of Maine credential(s) are you applying and eligible? _____

NOTE: Candidates who do not hold Maine credentials should direct any inquiry to the Maine Department of Education, Certification Office, 23 State House Station, Augusta, Maine 04333-0023, (207)-624-6603.

EXPERIENCE: A resume must be provided. **All school units/educational institutions you have worked in must be listed.** In addition, please list any/all other employers you have worked for in the past ten years. Please provide a written account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

From (month/year)	To (month/year)	Position	Employer

PHILOSOPHY OF EDUCATION: On a separate sheet, please provide a statement which illustrates your philosophy of education.

REFERENCES: List three, two of whom are your most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position	Address	Phone

BACKGROUND:

Have you ever been disciplined, discharged, or asked to resign from a prior position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever resigned from a prior position after a complaint had been received against you or while your conduct was under investigation or review?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If applicable, has your contract in a prior position ever been non-renewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If applicable, 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 <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you ever been investigated for discrimination, sexual abuse or harassment of another person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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 <input type="checkbox"/>	No <input type="checkbox"/>	

If you have answered YES to any of the previous questions, please provide full details on an additional sheet.

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process. I further authorize those persons, agencies or entities that **MDIRSS AOS 91** contacts in connection with my employment application to fully provide **MDIRSS AOS 91** any information on the matters set forth above, including the circumstances surrounding any separation from employment. 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 **MDIRSS AOS 91** its agents and officials or against any provider of such information.

I understand that information submitted 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. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Date

Signature

Printed name _____

NOTE:

1. ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF **MDIRSS AOS 91**. NONE WILL BE RETURNED.
2. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATUTE.
3. PRIOR CRIMINAL HISTORY, CONVICTION OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC BAR TO EMPLOYMENT – THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.

Application for 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 Transcripts(s)
- ☐ Copy of Maine Credential (s)
- ☐ Resume
- ☐ Gaps in employment during the past ten years explained
- ☐ Illustration of your philosophy of education
- ☐ “YES” to any of the questions in the Background section explained
- ☐ Three references and related contact information
- ☐ Application signed