

GORHAM SCHOOL DEPARTMENT
75 South Street Suite #2
Gorham, Maine 04038
(207) 222-1000

APPLICATION FOR SUBSTITUTE TEACHING/TUTOR POSITION

THE Gorham 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 _____

Address _____

Phone _____

EDUCATION: Starting with high school, list any schools, colleges, or universities you may have attended.

School Attended	Address	No. of Yrs. Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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	Position	Employer	Dates (from/to)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AREAS OF INTEREST:

1. Please indicate grade levels(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 the specific subject area:

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes ___ No ___

Has your contract in a prior position ever been non-renewed? 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.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Gorham School Department contacts in connection with my employment application to fully provide the Gorham 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 of privacy, or interference with contractual relations that I might otherwise have against the Gorham School Department 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. All application materials become the property of the Gorham School Department. None will be returned. Any false or misleading information provided in the application or during the employment screening process shall be sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the employee.

Signature

Date

APPLICATION FOR SUBSTITUTE TEACHING POSITION CHECK LIST: The employment application will not be considered until all of the following information/attachments have been provided:

- ☐ Employment application fully completed and signed.
- ☐ Copy of resume.
- ☐ Three letters of reference (attach)
- ☐ YES to any of the questions in the Background section explained
- ☐ Maine Teaching Certificate (optional)
- ☐ College Transcripts

Note: Employment is contingent upon fingerprinting approval through the State of Maine. Approval card, issued by the State of Maine, must be presented in order to be put on the substitute list. Without this approval you will not be allowed to substitute teach for the Gorham School Department.