

## Application for Instructional Position

PLEASE TYPE OR PRINT

|  |   |
|--|---|
| <p><b>Return to:</b></p> <p><b>RSU#16</b><br/> <b>3 Aggregate Street</b><br/> <b>Poland, Maine 04274</b></p> | <div style="float: right; font-style: italic; font-size: 1.2em; border: 1px solid gray; padding: 5px;">OFFICE USE ONLY</div> <input type="checkbox"/> Application form fully completed<br><input type="checkbox"/> Copies of transcript(s)<br><input type="checkbox"/> References (5)<br><input type="checkbox"/> Copy of Maine Certification(s)<br><input type="checkbox"/> YES to any questions in the background section explained<br><input type="checkbox"/> Background check<br><input type="checkbox"/> Application signed<br><input type="checkbox"/> Screener<br><input type="checkbox"/> Interview by _____ Date: _____<br><input type="checkbox"/> High Rec <input type="checkbox"/> Rec <input type="checkbox"/> Cond <input type="checkbox"/> Do not Rec |
|--|---|

### PERSONAL INFORMATION

|   |   |   |   |   |
|---|---|---|---|---|
| LAST NAME                                       | FIRST NAME  | MIDDLE  | SOCIAL SECURITY NUMBER                          | DATE  |
| CONTACT ADDRESS ( NUMBER/STREET/P.O. BOX)       |   | CITY  | STATE   | ZIP CODE  |
| PERMANENT ADDRESS (NUMBER/STREET/P.O. BOX)      |   | CITY  | STATE   | ZIP CODE  |
| CONTACT TELEPHONE                               | PERMANENT TELEPHONE                                 |   |   |   |
| CURRENT POSITION - TITLE                        | IMMEDIATE SUPERVISOR                                | CITY & STATE  | TELEPHONE                                       |   |
| POSITION DESIRED                                |   |   | DATE AVAILABLE FOR EMPLOYMENT                   |   |
| LEVEL DESIRED – CHECK ALL THAT APPLY            |   |   |   |   |
| <input type="checkbox"/><br><b>KINDERGARTEN</b> | <input type="checkbox"/><br><b>ELEMENTARY (1-3)</b> | <input type="checkbox"/><br><b>INTERMEDIATE (4-6)</b> | <input type="checkbox"/><br><b>MIDDLE (7-8)</b> | <input type="checkbox"/><br><b>SECONDARY (9-12)</b> |

### EDUCATIONAL BACKGROUND

|                                     |                       |               |                 |                 |
|-------------------------------------|-----------------------|---------------|-----------------|-----------------|
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR           | MINOR           |
| LOCATION OF COLLEGE/UNIVERSITY      |                       |               | SEM. HRS    GPA | SEM. HRS    GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR           | MINOR           |
| LOCATION OF COLLEGE/UNIVERSITY      |                       |               | SEM. HRS    GPA | SEM. HRS    GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR           | MINOR           |
| LOCATION OF COLLEGE/UNIVERSITY      |                       |               | SEM. HRS    GPA | SEM. HRS    GPA |
| NAME OF COLLEGE/UNIVERSITY ATTENDED | NUM. OF YRS. ATTENDED | DEGREE EARNED | MAJOR           | MINOR           |
| LOCATION OF COLLEGE/UNIVERSITY      |                       |               | SEM. HRS    GPA | SEM. HRS    GPA |

|  |   |
|--|---|
| If you received your most recent degree more than three years ago, how many college/university semester hours have you earned in the last three years? _____. Please provide all transcripts, including grades, from all colleges and universities attended. | Number of semester hours in:<br>Reading (for candidates holding k-8 endorsements) _____<br>Math (for candidates holding k-8 endorsements) _____<br>Special Education (for all candidates) _____ |
|--|---|

| CERTIFICATION         |       |             |                 |                 |       |
|-----------------------|-------|-------------|-----------------|-----------------|-------|
| TYPE OF CERTIFICATION | LEVEL | ENDORSEMENT | VALIDATION DATE | EXPIRATION DATE | STATE |
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| PRACTICE TEACHING / INTERNSHIPS |          |                     |                       |       |
|---------------------------------|----------|---------------------|-----------------------|-------|
| SCHOOL                          | GRADES   | SUPERVISING TEACHER | UNIVERSITY SUPERVISOR | WEEKS |
| CITY & STATE                    | SUBJECTS |                     |                       |       |
| SCHOOL                          | GRADES   | SUPERVISING TEACHER | UNIVERSITY SUPERVISOR | WEEKS |
| CITY & STATE                    | SUBJECTS |                     |                       |       |

| SUBSTITUTE TEACHING (LIST MOST RECENT FIRST) |                  |         |                        |
|--|------------------|---------|------------------------|
| SCHOOL                                       | PRINCIPAL'S NAME | GRADES  | TOTAL DAYS (EACH YEAR) |
| CITY & STATE                                 |                  | SUBJECT |                        |
| SCHOOL                                       | PRINCIPAL'S NAME | GRADES  | TOTAL DAYS (EACH YEAR) |
| CITY & STATE                                 |                  | SUBJECT |                        |
| SCHOOL                                       | PRINCIPAL'S NAME | GRADES  | TOTAL DAYS (EACH YEAR) |
| CITY & STATE                                 |                  | SUBJECT |                        |

| CO-CURRICULAR ACTIVITIES (LIST MOST RECENT FIRST) |                      |          |                |             |
|---|----------------------|----------|----------------|-------------|
| SCHOOL  | IMMEDIATE SUPERVISOR | ACTIVITY | POSITION/TITLE | TOTAL YEARS |
| CITY & STATE                                      |                      |          |                |             |
| SCHOOL  | IMMEDIATE SUPERVISOR | ACTIVITY | POSITION/TITLE | TOTAL YEARS |
| CITY & STATE                                      |                      |          |                |             |
| SCHOOL  | IMMEDIATE SUPERVISOR | ACTIVITY | POSITION/TITLE | TOTAL YEARS |
| CITY & STATE                                      |                      |          |                |             |

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|--|--|
| How many activities have you directed in the last two years? _____ | List activities you are capable and willing to direct. |
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## REGULAR TEACHING EXPERIENCE

List every teaching experience with the most recent first. Use additional pages if necessary.

|              |                  |          |            |          |                    |
|--------------|------------------|----------|------------|----------|--------------------|
| SCHOOL       | PRINCIPAL'S NAME | GRADES   | FROM MM/YY | TO MM/YY | REASON FOR LEAVING |
| CITY & STATE |                  | SUBJECTS |            |          |                    |
| SCHOOL       | PRINCIPAL'S NAME | GRADES   | FROM MM/YY | TO MM/YY | REASON FOR LEAVING |
| CITY & STATE |                  | SUBJECTS |            |          |                    |
| SCHOOL       | PRINCIPAL'S NAME | GRADES   | FROM MM/YY | TO MM/YY | REASON FOR LEAVING |
| CITY & STATE |                  | SUBJECTS |            |          |                    |

Number of years teaching experience: Public School: \_\_\_\_\_ Private School: \_\_\_\_\_

Please account for any gaps in experience on a separate sheet of paper:

How many months have you taught in the last two academic years? \_\_\_\_\_

Have you obtained a continuing contract in another school district?  Yes  No

Are you presently under contract with another school district?  Yes  No

If the answer to the last question is NO and you have been under contract within the last twelve months, please explain:

## ADMINISTRATIVE EXPERIENCE (LIST MOST RECENT FIRST)

|              |                      |                |            |          |                    |
|--------------|----------------------|----------------|------------|----------|--------------------|
| SCHOOL       | IMMEDIATE SUPERVISOR | POSITION/TITLE | FROM MM/YY | TO MM/YY | REASON FOR LEAVING |
| CITY & STATE |                      |                |            |          |                    |
| SCHOOL       | IMMEDIATE SUPERVISOR | POSITION/TITLE | FROM MM/YY | TO MM/YY | REASON FOR LEAVING |
| CITY & STATE |                      |                |            |          |                    |
| SCHOOL       | IMMEDIATE SUPERVISOR | POSITION/TITLE | FROM MM/YY | TO MM/YY | REASON FOR LEAVING |
| CITY & STATE |                      |                |            |          |                    |

Have you held an administrative position during the past twelve months?  Yes  No

## OTHER WORK EXPERIENCE

|                |              |        |                      |             |                    |
|----------------|--------------|--------|----------------------|-------------|--------------------|
| FIRM OR AGENCY | ADDRESS      | DUTIES | IMMEDIATE SUPERVISOR | TOTAL YEARS | REASON FOR LEAVING |
|                | CITY & STATE |        |                      |             |                    |
| FIRM OR AGENCY | ADDRESS      | DUTIES | IMMEDIATE SUPERVISOR | TOTAL YEARS | REASON FOR LEAVING |
|                | CITY & STATE |        |                      |             |                    |
| FIRM OR AGENCY | ADDRESS      | DUTIES | IMMEDIATE SUPERVISOR | TOTAL YEARS | REASON FOR LEAVING |
|                | CITY & STATE |        |                      |             |                    |

## MILITARY EXPERIENCE

|                   |              |        |             |
|-------------------|--------------|--------|-------------|
| BRANCH OF SERVICE | HIGHEST RANK | DUTIES | TOTAL YEARS |
|-------------------|--------------|--------|-------------|

| <b>SHORT ANSWER NARRATIVE</b>   |  |
|---|--|
| <b>DIRECTIONS:</b> Please answer each of the questions given below in the space provided. |  |
| <b>1</b>  | What do you want to accomplish as a teacher?<br><br><br>   |
| <b>2</b>  | How will (do) you go about finding out about students' attitudes and feelings about your class?<br><br><br>  |
| <b>3</b>  | An experienced teacher offers you the following advice: "When you are teaching, be sure to command the respect of your students immediately and all will go well." How do you feel about this?<br><br><br> |
| <b>4</b>  | How do you decide what it is that should be taught in your class?<br><br><br>  |
| <b>5</b>  | A parent comes to you and complains that what you are teaching his child is irrelevant to the child's needs. How would you respond?<br><br><br>  |
| <b>6</b>  | What do you think will (does) provide you the greatest pleasure in teaching?<br><br><br>   |
| <b>7</b>  | When you have some free time, what do you enjoy doing the most?<br><br><br>  |
| <b>8</b>  | How do you find out those things at which students are good?   |

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**SHORT ANSWER NARRATIVE (CONTINUED)**

|           |  |
|-----------|--|
| <b>9</b>  | Would you rather try a lot of way-out teaching strategies or would you rather try to perfect the approaches which work best for you? Explain your position.                              |
|           |  |
|           |  |
|           |  |
| <b>10</b> | Do you like to teach with an overall plan in mind for the year, or would you rather just teach some interesting things and let the process determine the results? Explain your position. |
|           |  |
|           |  |
|           |  |
| <b>11</b> | A student is doing poorly in your class. You talk to her and she tells you that she considers you to be the poorest teacher she has ever met. What would you do?                         |
|           |  |
|           |  |
|           |  |
| <b>12</b> | If there were absolutely no restrictions placed upon you, what would you most want to do in life?  |
|           |  |
|           |  |
|           |  |

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## BACKGROUND INFORMATION

- 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 has 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 entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?  Yes  No
- Have you ever been convicted of a 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 you to 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 answered YES to any of the previous questions, provide full details on an additional sheet(s) including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

## SIGNATURE

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 RSU#16 contacts in connection with my employment application to fully provide RSU#16 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 stress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU#16, its agents or 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 interview committee, which may include school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTICE: All application materials become the property of RSU#16. None will be returned. Providing any false or misleading information on this 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.

*RSU#16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.*