

MONHEGAN ISLAND SCHOOL

PO Box 8, 1 Monhegan Ave
Monhegan, ME 04852
(207)594-5895

Visit our school web page <http://www.monheganschool.org>

APPLICATION

Fingerprinting will be necessary in order to be employed – schedule on line at:
www.identogo.com or call 1-855-667-7422. Augusta Certification Office number: 207- 624-6603

THE MONHEGAN PLANTATION SCHOOL DEPT. DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position(s) applying for: _____

Name _____

Social Security No. _____ - _____ - _____

Permanent Address _____ Phone _____

_____ Cell _____

Email Address _____

How did you find out about this job (please circle) Newspaper, Internet, Friend, Other _____

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

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

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

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please put the number of credit hours beyond your last Degree: _____

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible? _____

NOTE: Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, Division of Certification and Placement, Augusta, Maine 04333, (207) 624-6603 or 624-6854.

EXPERIENCE: A **resume must** be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved. Please list below: positions held, employer, and dates of employment for the past ten years. Please account for any gaps in employment on a separate piece of paper and attach to this application. Number of years of teaching experience_____.

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer</u>

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 on an additional sheet 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.

REFERENCES: Please list below and provide three letters of reference (two of whom are most recent supervisors) from persons who are not related to you who can comment on your ability. This application will not be considered complete until references are received.

<u>Name</u>	<u>Position</u>	<u>Email Address</u>	<u>Phone</u>

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 contacted in connection with my employment application to fully provide to the Maine Academy of Natural Sciences 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 Maine Academy of Natural Sciences, 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 TEACHING POSITION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Copies of Transcript(s) _____ Copy of Maine Certification(s)
- _____ Resume
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Three letters of reference
- _____ Application signed

NOTE: All application materials become the property of the Maine Academy of Natural Sciences. None will be returned. Applications will be retained for a period of 12 months from date of receipt. 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 applicant/employee.

The Maine Academy of Natural Sciences is an Equal Opportunity Employer