

**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](http://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 Monhegan Plantation School Department any information on the matters set forth above. I expressly waive in connect Monhegan Plantation School Department uch information, any claims, including without limitation, defamation, emotior Monhegan Plantation School Departmentrence with contractual relations that I might otherwise have against Monhegan Plantation 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.

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Signature/Date

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**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

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NOTE: All application materials become the property of Monhegan Plantation School Department. 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.

***Monhegan Plantation School Department: is an Equal Opportunity Employer***

Return signed, completed application and other requested materials to [supermonhegan@gmail.com](mailto:supermonhegan@gmail.com)