MONHEGAN SCHOOL
1 Monhegan Ave
Monhegan, ME 04852
(mailing address C/o PO Box 243, Richmond, ME 04357)
For Employment Inquiries use (207) 256-9027
Email application to: supermonhegan@gmail.com

APPLICATION

MONHEGAN SCHOOL 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 _____-____-_____ _____

When will you be available? _____ _____

Permanent Address _____ Cell _____

Temporary Address _____ Email _____

How did you find out about this job? _____

EDUCATION: 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

If you have credit hours beyond your last degree, please include the total additional credits here: _____

Applicants for **Teachers, Instructional Support, Ed Tech sII or III or School Admin**, Enter the number of semester hours in:

_____ Reading
_____ Math
_____ Special Education

_____ Major (Subject: _____)
_____ Minor (Subject: _____)
_____ Major (Subject: _____)
_____ Minor (Subject: _____)

In addition, on a separate sheet, please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching & learning and is the best example of your skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

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

Type	State	Date Issued	Date of Expiration

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.

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 page.

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

Number of years of experience in the position in which you are applying? _____.

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 been approved? Yes____No____

Have you ever been investigated for sexual abuse or harassment of another person? 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____

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

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three letters of reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Phone

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 Maine Department of Education pursuant to 20-A MRSA § 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 Monhegan School contacts in connection with my employment application to fully provide Monhegan School any information on the matters set forth above, including the circumstances around 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 the Monhegan School, 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.

I understand and agree 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.

_____ _____
Signature Date

_____
Printed Name

APPLICATION 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
_____ Illustration of your philosophy of teaching & learning (teachers, instructional support and administrators)
_____ "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 MONHEGAN SCHOOL. NONE WILL BE RETURNED. 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.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE, AND DOE ISSUES THE APPROPRIATE CLEARANCE CERTIFICATE.

NOTE: PRIOR CRIMINAL HISTORY, CONVICTION, OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT. THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.

Fingerprinting will be necessary in order to be employed
Go to the Maine Department of Education Certification Website
1. Create an MEIS account
2. Complete the online application for CHRC
3. Schedule on line at: www.identogo.com or call 1-855-667-7422
Augusta Certification Office number: 207- 624-6603