

THORNTON ACADEMY

438 MAIN STREET * SACO, ME 04072 * 207.282.3361

Employment Application: Substitute Teacher

I. Position Applying for: _____

Name: _____
first name middle name last name

Address: _____

City, State, Zip: _____

Telephone _____ Email _____

_____ I have attached a resume that lists all the information requested below in Sections 2 and 3 below and transcripts as required for this position. If there are any gaps in employment in the last ten years on my resume, I have explained these in Section 3 where indicated. I give my permission for Thornton to contact any of my previous employers unless noted in Section 3. *Applicants who attach a resume must complete Sections 4 through 7 only and must sign the application for the application to be considered complete. Incomplete applications cannot be considered.*

II. EDUCATION / PREPARATION: College transcripts are required where applicable.

High School _____
Name of school, location

_____ *Course of study, years attended, graduation date*

College _____ (Please attach transcript)
Name of school, location

_____ *Course of study, years attended, degree, year of graduation*

Post Graduate _____ (Please attach transcript)
Name of school, location

_____ *Course of study, years attended, degree, year of graduation*

Practice Teaching _____
Name of school, location Dates of practice

Maine State Certificates — List all subjects, grades and expiration dates:

III. WORK EXPERIENCE: Starting with your most recent (or current) position, list all previous employment including any job-related military service assignments. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer _____ From _____ To _____
 Address _____ Telephone _____
 Work Performed _____

Starting job title _____ Most recent job title _____
 Supervisor _____
 Reason for leaving _____
 May we contact? Yes ___ No ___

2. Employer _____ From _____ To _____
 Address _____ Telephone _____
 Work Performed _____

Starting job title _____ Most recent job title _____
 Supervisor _____
 Reason for leaving _____
 May we contact? Yes ___ No ___

3. Employer _____ From _____ To _____
 Address _____ Telephone _____
 Work Performed _____

Starting job title _____ Most recent job title _____
 Supervisor _____
 Reason for leaving _____
 May we contact? Yes ___ No ___

4. Employer _____ From _____ To _____
 Address _____ Telephone _____
 Work Performed _____

Starting job title _____ Most recent job title _____
 Supervisor _____
 Reason for leaving _____
 May we contact? Yes ___ No ___

Attach additional pages if necessary. List all the information requested above. All previous employment should be listed.

Please explain any employment gaps of six months or more within last ten years:

IV. GENERAL INFORMATION

Have you ever filed an application with us before? Yes ___ Date _____ No ___

Have you ever been employed with us before? Yes ___ Date _____ No ___

If yes, former name (if applicable) _____

Do any of your friends or relatives work here? Yes _____ Date _____ No _____

If yes, state name and relationship _____

Are you currently employed? Yes _____ No _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
Yes _____ No _____ (Proof of citizenship or immigration status is required upon employment.)

Maine mandates that all individuals working in Maine schools submit to a criminal background check and possess a Criminal History Records Check (CHRC) certificate of eligibility to work in education in the State of Maine. Do you have a CHRC certificate?

Yes _____ Expiration date: _____ (Please attach a copy of the certificate.)

No _____ Do you have an appointment for fingerprinting (required for CHRC certification)?

Yes ___ Date _____ No _____

V. 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 had been received against you or after your conduct was under investigation or review? 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 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, please provide full details including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach as many additional sheets as necessary. NOTE: Conviction of a crime or other disposition of a crime is not an automatic bar to employment.

VI. REFERENCES: Please provide names and contact information for three persons unrelated to you who are qualified to assess your professional performance. *Two of these individuals must have supervised you in a previous job.*

1. _____
Name, current position, company

Address, best telephone number for contact
2. _____
Name, current position, company

Address, best telephone number for contact
3. _____
Name, current position, company

Address, best telephone number for contact

VII. APPLICANT’S STATEMENT

- I certify that answers given herein and in any attachments are true and complete.
- I attest that I hold all the qualifications listed for the position.
- I authorize investigation of all statements contained in this application for employment and authorize any person or agency or entity contacted by Thornton to fully release any information on the matters set forth above.
- I hereby understand and acknowledge that if I am offered employment I will be required to be certified under the State of Maine’s Criminal Background check for school employees and under applicable Special Education certification.
- I hereby certify that I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- I understand that any willful false or misleading information given in my application or employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been hired, shall be immediate cause for dismissal.
- In the event of employment, I understand that I am required to abide by all rules and regulations of the employer.
- I certify that I have read and fully understand the applicant statement.

Thornton considers all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital, veteran status, or other legally protected status.

Applicant signature: _____ Date: _____

This application is not complete unless signed and dated. Please check that all information has been provided; incomplete applications cannot be considered.