

**RSU No. 5 DURHAM - FREEPORT - POWNAL**  
**17 West Street**  
**Freeport, ME 04032**  
**(207) 865-0928**  
[www.rsu5.org](http://www.rsu5.org)

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**APPLICATION FOR SUBSTITUTE TEACHER/EDUCATIONAL TECHNICIAN**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Educator ID Number(s): \_\_\_\_\_

\*Note: This number can be found in your MEIS (Maine Educator Information System) account. To access your MEIS account or to create an account, please visit:

[https://www.mymainecertification.com/SSO\\_PROD/Signin.aspx](https://www.mymainecertification.com/SSO_PROD/Signin.aspx)

**REFERRALS:** How did you hear about employment with us?

\_\_\_\_\_

**EDUCATION:**

| <u>Name of School</u> | <u>Address</u> | <u>Dates Attended</u> | <u>Major</u> | <u>Graduated(Yes/No)</u> |
|-----------------------|----------------|-----------------------|--------------|--------------------------|
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| _____ | _____ | _____ | _____ | _____ |

**EXPERIENCE:** Please list all previous employment, starting with the most recent. Please use additional pages if necessary.

| <u>Employer</u> | <u>Position &amp; Duties</u> | <u>Dates Employed</u> |
|-----------------|------------------------------|-----------------------|
|-----------------|------------------------------|-----------------------|

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|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**AREAS OF INTEREST:**

Indicate grade level(s) at which you are interested in substituting:

PK-2 \_\_\_\_ 3-5 \_\_\_\_ 6-8 \_\_\_\_ 9-12 \_\_\_\_ Special Education \_\_\_\_

Indicate at what location(s) you are interested in substituting at:

FHS \_\_\_\_ FMS \_\_\_\_ DCS \_\_\_\_ PES \_\_\_\_ MSS \_\_\_\_ MLS \_\_\_\_

**REFERENCES:** List three, two of whom are most recent supervisors, if applicable, who can comment on your ability and whom we may contact.

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Occupation</u> |
|-------------|----------------|--------------|-------------------|
|             |                |              |                   |
|             |                |              |                   |
|             |                |              |                   |

**CERTIFICATION:** Please provide a copy of any certifications

Do you currently hold a valid CHRC, Ed Tech Certification or Teacher Certification from the Maine Department of Education? \_\_\_\_\_

Have you completed Fingerprinting through the Maine Department of Education? \_\_\_\_\_

Do you currently hold a valid Commercial Driver's License (if applying for transportation)? \_\_\_\_\_

**LEGAL INFORMATION:** Applicants are not obligated to disclose sealed or expunged records.

Have you ever been resigned from a prior position after a complaint has been received against you or your conduct was under investigation?

Please explain if you have answered YES:

Have you ever been disciplined, discharged, or asked to resign from a prior position?

Please explain if you have answered YES:

Have you ever not been nominated for re-employment in a prior position or ever had a nomination for reemployment not been approved?

Please explain if you have answered YES:

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

Please explain if you have answered YES:

Have you ever had a professional license, credential, or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license certificate in any state?

Please explain if you have answered YES:

**WORK AUTHORIZATION/EEO:**

Are you legally able to work in the U.S.? \_\_\_\_\_

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you chose not to provide this information. If you chose not to provide this information, please state "Decline to Identify".

Gender: \_\_\_\_\_

American Indian or Alaskan Native: \_\_\_\_\_

Black or African American: \_\_\_\_\_

White: \_\_\_\_\_

Native Hawaiian or Other Pacific Islander: \_\_\_\_\_

**NOTE:**

- 1) All application materials become property of RSU5. None can be returned.
- 2) Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprints as required by the Maine State Statute.
- 3) Prior criminal history, conviction, or other dispositions is not necessarily an automatic bar to employment – the circumstances of each situation will be carefully assessed.

\*I have read and acknowledge NOTES 1), 2) and 3).

I, \_\_\_\_\_, agree to all the terms above.

X Signed: \_\_\_\_\_

The school district does not discriminate on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, age, pregnancy, or genetic information in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of Rehabilitation Act of 1973 (Section 504), or Title II of the American with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

\*I agree to the terms above:

\*Initials: \_\_\_\_\_

\*Affirmation Date: \_\_\_\_\_

I affirm that all the information set forth in this application is accurate, truthful, and complete. If I am employed by the School District, I will abide by all the Board of Education and school policies, work on assigned committees and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, country, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I may be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in the application or in subsequent employment interview, I understand that my employment may be terminated at any time after discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

\*I agree to the above terms:

\*Initials: \_\_\_\_\_

\*Affirmation Date: \_\_\_\_\_

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

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