THORNTON ACADEMY

1811

EMPLOYMENT APPLICATION: Instructional

Applying for:

- ☐ Administrator
- ☐ Classroom Teacher: Middle
- ☐ Classroom Teacher: Upper
- ☐ Dean
- ☐ Educational Technician
- ☐ School Counselor
- ☐ Social Worker
- ☐ Special Education Teacher
- ☐ *Summer Arts* Program Teacher/Counselor
- ☐ *Summer ELL* Program Teacher/Counselor
- ☐ Student Activities (e.g., coach, club advisor)
- ☐ Other: _____

Job post title (if applicable): _____ **Date:** _____

Name:_____
First *Middle* *Last*

Address:_____

City, State, Zip: _____

Telephone_____ Email_____

A complete application must include completion of this form, signature and attachment of the following:

- Letter of interest indicating intent to apply
- Current and comprehensive resume that lists all education, employment and professional activities
  - Any gaps in employment in the last ten years should be explained on a separate sheet.
- Copies of all post-secondary transcripts (unofficial/student-issued copies are sufficient but official copies may be requested prior to employment)
- For Special Education positions (teachers and educational technicians): Documentation of active Maine certification
- For other positions requiring licensure (e.g., social workers): Documentation of active Maine licensure
- Letters from at least three professional references; contact information should be included

By this signed application you are authorizing Thornton Academy to contact any previous employers unless specifically noted. *All portions of this application must be completed. Incomplete applications cannot be considered.*

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

_____

_____

II. EDUCATION / PREPARATION -- Please check highest level of education attained:

☐ Bachelor's Degree	☐ Master's Degree	☐ Advanced Study Certificate
☐ Bachelor's + 15 Hrs	☐ Master's Degree + 15 Hrs	☐ Doctorate
☐ Bachelor's + 30 Hrs	☐ Master's Degree + 30 Hrs	☐ Other

Secondary: _____ *Diploma conferred?* Yes ☐ No ☐
Name of school, location

College: Transcript(s) are required for any post-secondary degrees, either electronically or in hard copy.

_____
Name of school, location

_____ _____ _____
Major *Degree* *Year conferred or dates of attendance*

Additional: _____
Name of school, location

_____ _____ _____
Major *Degree* *Year conferred or dates of attendance*

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____

Attach an additional sheet if necessary to list information requested for all previous employment.

Note: Please also explain any employment gaps that have occurred in the last ten years.

IV. BACKGROUND 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) _____

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 law requires all individuals working in Maine schools to submit to fingerprinting and a criminal background check. A Criminal History Records Check (CHRC) certificate of eligibility is needed for employment in any Maine school. **Do you have a CHRC certificate?**

Yes____ Expiration date:_____

No_____ Do you have an appointment for fingerprinting (required for CHRC certification)?

Yes__ Date _____ No_____

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 been 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 <u>other than</u> 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 _____

V. 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 understand that a background check will be conducted prior to any offer of employment.
- 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 or other state licensure requirements.
- 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, and that a copy of the Thornton Academy Gold Book (employee handbook) will be provided to me upon hire and annually thereafter.
- I certify that I have read and fully understand the applicant statement.

Thornton Academy does not discriminate on the basis of race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, or veteran status in admission to, access to, treatment in or employment in its programs and activities.

Electronic submission of this application form constitutes a signature.
Application forms submitted in hard copy must be physically signed.

Applicant signature:_____ Date:_____