

APPLICATION for SUBSTITUTE Positions

Augusta School Department, 40 Pierce Drive, Suite #3 Augusta, Maine 04330 Telephone 626-2468

An Equal Opportunity/Affirmative Action Employer

The minimum requirement for Secretarial, Cafeteria Worker, Custodial and Ed. Tech I position is a high school diploma. The minimum requirement for Teacher, Ed. Tech II & III is 60 college credits. Transcripts are **required** at the time of application.

I wish to substitute in the position of: Teacher Other (*please specify*)

I will be available to substitute on (Date) _____ until _____

Name: _____ Address _____ Telephone: _____ e-mail: _____ Grade Level(s) Preferred for Substituting (please check) K-5 _____ 6-8 _____ 9-12 _____ Special Ed _____	List special subject areas: _____ If you are interested in substituting in Grades 6-12 please indicate specific subject areas. _____
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A. Education: Please **provide** college transcript(s) or copy of certification (if certified)

Please check those that apply H.S. _____ G.E.D. _____ College:
 (name) _____
 (address) _____
 Number of Credits: _____ Major: _____ Degree: _____
 Other Education: _____

B. Certification: Please provide copies of all certifications you hold.

Do you have Maine Teachers Certification? Yes _____ No _____
 Please indicate any other certification(s) you hold: _____

C. Experience: Please list previous teaching/substituting

Grade/Subject	Employer	Dates
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D. Previous Employment: Please list last two (most current) employers and fill out information requested.

Employer Name:	Employed from: to:
Employer Address:	
Employer Phone:	May we contact? Yes _____ No _____
Duties/title:	

Duties/title:	_____
Reason for leaving:	

Employer Name:	Employed from: _____ to: _____
Employer Address:	_____
Employer Phone:	May we contact? Yes _____ No _____
Duties/title:	_____
Reason for leaving:	

E. References: Please **provide 3 letters of reference (not relatives)** who are familiar with your work as a teacher/substitute or who know of your experience working with youth.

Yes No

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

Have you ever been charged with, pleaded guilty or ‘no contest’ (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? _____

Have you **(a)** ever been convicted of a crime, other than a minor traffic offense; or **(b)** ever entered a plea of guilty or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense? _____

If you have answered yes to any of the previous questions, please explain, in detail, including the date of the court action, the offense in question, and the address of the court involved. Attach a separate sheet of paper if necessary.

NOTE: Conviction of a crime is not an automatic bar to employment by the school department.

I hereby certify that the facts set forth in the above substitute teacher application are true and complete to the best of my knowledge.

Applicant's Signature

Date