

Regional School Unit 3
84 School Street Unity, Maine 04988
(207) 948-6136 Fax (207) 948-6209

APPLICATION FOR **SUBSTITUTE POSITION**

Submit completed application to Attn: Maria King or email: mking@rsu3.org

THE RSU 3 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position applying for: **SUBSTITUTE (CHECK ALL THAT APPLY)**

Name _____ **BUS DRIVER** **VAN DRIVER**
 TEACHER **ED TECH**

When will you be available? _____ **CUSTODIAN** **MAINTENANCE/GROUNDS**
 SECRETARY **COOK**

Permanent Address _____
_____ Phone _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Yrs. Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid drivers license? State: _____ Endorsement: _____

Do you have a completed Criminal History Record Check with Maine Dept of Education?: Yes No

What computer programs are you experienced with _____

What other special skills do you have or licenses do you hold that may be relevant to this position(s)?

EXPERIENCE: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

From (month/year)	To	Position	Duties	Employer
to	_____	_____	_____	_____
to	_____	_____	_____	_____
to	_____	_____	_____	_____
to	_____	_____	_____	_____
to	_____	_____	_____	_____
to	_____	_____	_____	_____
to	_____	_____	_____	_____

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 been investigated by a former employer for sexual abuse or harassment of another person? Yes ___ No ___

Are you eligible to work in the United States? 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 ___

Does your name appear on any Sex Offender Database in any state or Country? Yes ___ No ___

For TRANSPORTATION APPLICANTS ONLY: Have you ever been charged with a traffic offense or pleaded guilty or “no contest” (nolo contendere) to a traffic offense? Yes ___ No ___

If you have answered YES to any of the previous questions, provide full details below. Use additional sheets if necessary.

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

Name	Position	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, I authorize Regional School Unit #3 to check my employment history, including without limitation, reference checks and release of investigatory information possessed by any state, local, or federal agency. I understand that my criminal history will be checked after any interviews are conducted. I further authorize those persons, agencies or entities that Regional School Unit #3 contacts in connection with my employment application to fully provide Regional School Unit #3 any information on the matters set forth above. 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 Regional School Unit #3, 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.

Signature/Date

APPLICATION FOR NON-TEACHING PERSONNEL CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
 - _____ Gaps in employment during the past ten years explained
 - _____ YES to any of the questions in the Background section explained
 - _____ Application signed
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NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE REGIONAL SCHOOL UNIT 3. 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 COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

Regional School Unit #3 is an Equal Opportunity Employer. Regional School Unit #3 ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, gender identity, familial status, or disability. Any individual needing assistance in making application for any opening should contact the Human Resources Manager at Central Office (207-948-6136).