

Substitute Personnel Packet CHECKLIST

1. To be considered for employment ALL of the following documents must be attached to your application packet (once received, an interview will be scheduled).

Completed Application for Substitute Personnel
Resume
Proof of Highest Degree Earned: Transcripts, Diploma
Copy of CHRC (Fingerprinting) or Proof of Pending Status
Copy of Maine Certifications if Applicable

2. The following forms will be provided after successful completion of the interview process. To be entered into Frontline Education (Substitute Call System), ALL of the following must be completed:

I-9: Section 1 ONLY (Employee Information and Attestation)
Federal W-4 Tax Form
State W-4 Tax Form
Direct Deposit Form with Voided Check Attached
Maine PERS Application for Membership
Maine PERS Designation of Beneficiary
Statement Concerning Your Employment in a Job Not Covered by Social Security
Mandatory Hepatitis B Statement
Policy Manual Acknowledgment Form
Employee Computer/Internet Use Acknowledgment Form
Successful Completion of Background Check
Bring Proof of Identification as Outlined on the I-9 form. Central Office will need to see Original Documents – Not Copies.

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU23. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THE 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. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

RSU 23

40 E Emerson Cummings Boulevard, Old Orchard Beach, ME 04064

APPLICATION FOR SUBSTITUTE PERSONNEL

RSU 23 Does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

EDUCATION: Transcriptions, including grades, from all college(s) university(s) attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded (if any)	No. of Yrs. Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION/LICENSE: List certification(s) license(s) you hold and provide copies of certification. Examples are: CHRC, Paraprofessional and Teacher Certifications

Type	State of Issue	Date Issued	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TEACHING/SUBSTITUTING EXPERIENCE: Please list previous teaching/substituting experience and attach a copy of your resume. This section must be completed.

Employer/Position	Address	Start (MM/DD/YEAR)	End (MM/DD/YEAR)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER EMPLOYMENT HISTORY: Please list previous employment history and attach a copy of your resume.

Employer/Position	Address	Start (MM/DD/YEAR)	End (MM/DD/YEAR)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AREAS OF INTEREST:

1. Please indicate grade level(s) at which you are interested in substituting:
PreK-2 (Jameson) _____ 3-8 (Loranger) _____ 9-12(OOB HS) _____ Special Education _____ School Nurse _____
2. If you are interested in substituting at the elementary level and have a specialty area, please circle the area(s):
Art / Music / Physical Education
Other: _____
3. Please indicate if this application is also to be considered for tutoring: Yes _____ No _____
4. Please indicate if there are only certain days which you are available to work: M ___ T ___ W ___ Th ___ F ___

***** Please inform Central Office (934-5751, ext. 1911) if at any time you become permanently unavailable for substitute work so that we can remove your name from our list. *****

REFERENCES: Please provide three (3) references who are familiar with your work as a teacher, substitute, or nurse or know of your experience working with youth.

Name	Employer or Relation to Candidate	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 ben non-renewed?
Yes _____ No _____

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not 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" 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 as 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 question, provide full details below including, with respect to court actions, the date, offense in question and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

WHERE DID YOU LEARN OF THIS POSITION?

RSU23 Website _____ Online Job Posting _____ Newspaper _____ Job Fair _____ Friend/Family _____

SIGNATURE:

My signature below constitutes authorization to check my employment history, including without limitations, criminal arrest and conviction record checks, reference checks and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that RSU 23 contacts in connection with my employment application to fully provide RSU 23 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 limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU 23, 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 interview committee, which may include Board members, administrators, other staff and members of the community. I give my consent to this disclosure.

Signature: _____ Date: _____

PAY SCALE:

- \$90.00/Day: Currently certified teachers, formally certified teachers and individuals who have successfully completed the OOB/Saco Adult Education Substitute Teaching Program.
- \$80.00/Day: For Associate, Bachelor & Masters Degrees
- \$75.00/Day: HS Diploma
- Additional \$10.00 for completing OOB/Saco Adult Education Substitute Teaching Program (Does not apply to \$90.00/Day pay tier).