

Raymond School Department
434 Webb's Mill Road
Raymond, ME 04071
655-8666

The Raymond School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Position applying for: (Administrative, teacher at grade level, subject other.)

Name _____ **SS #** _____

When will you be available: _____

Permanent Address: _____

Temporary Address: _____

Education: Transcripts including grades, from all college(s)/university(s) attended must be provided.

Certification: List below certification(s) you hold and provide copies of certification.

Type	State	Date Issued	Date of Expiration

If you do not hold a Maine certification for what type of Maine certificate are you applying and eligible?

NOTE: Candidates who do not hold Maine certification should direct an inquiry to:
The Maine Department of Education
Division of Certification and Placement
Augusta, ME 04333

References: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three letters of reference from persons who are not related to you (may be from reference listed below).

Name	Position	Address	Phone

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 the Raymond School Department contacts in connection with my employment application to fully provide the Raymond School Department 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 Raymond School Department, 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, office staff, and members of the community. I give my consent to this disclosure.

Signature: _____ Date: _____

Application for Educational Position Check List

The completed employment application cannot be evaluated unless all of the following materials have been provided.

- Application form fully completed
- Copy of Maine Certification(s)
- Gaps in employment during the past ten years explained
- Three letters of reference
- Copies of Transcript(s)
- Resume
- Yes to any of the questions in the Background section explained
- Application signed

Note: All application materials become the property of the Raymond School Department. None will be returned. Providing false or misleading information on this application or in the application or employment screening process, shall be full sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

Experience: A resume must be provided. In addition to educational background and work experience, include extra curricular activities in which you have been involved. Please list below: positions held, employer and dates of employment for the past ten years. Please account for any gaps in employment in the Additional Information box below.

From (month/year)	To (month/year)	Position	Employer
Additional Information:			

Background

- Yes 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 your conduct was under investigation or review?
- Yes No Has your contract in a prior position ever been non-reviewed?
- Yes No Have you ever not been nominated for re-employment in a prior position or ever had your nomination or re-employment not be 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 (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)?

If you answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, the offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.