

BREWER SCHOOL DEPARTMENT  
261 Center Street  
Brewer, Maine 04412  
(207) 989-3160 - Fax (207) 989-8622

**SUBSTITUTE APPLICATION**

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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

College/University Attended	Degree Awarded (if any)	# of Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATION:** List certification(s) you hold and provide copies.

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

**AREAS OF INTEREST:**

1. Please indicate school building(s) level you are interested in substituting:

Brewer Community School PreK-8 \_\_\_\_\_ Brewer High School 9-12 \_\_\_\_\_

2. Please indicate skill level(s) interested in substituting:

Teacher \_\_\_\_\_ Ed Tech \_\_\_\_\_ School Nurse \_\_\_\_\_

3. Are you willing to do personal care (toileting,etc) Yes \_\_\_\_\_ No \_\_\_\_\_

**CHECK DAYS AVAILABLE:**

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ ALL \_\_\_

**REFERENCES:** Please provide three references who are not related to you ; who are familiar with your work as a teacher, substitute or who know of your experience working with youth.

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

**BACKGROUND:**

	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?	_____	_____
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	_____	_____
Has your contract in a prior position ever been non-renewed?	_____	_____
Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved?	_____	_____
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	_____	_____
Have you ever been convicted of a crime (other than a minor traffic offense)?	_____	_____
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?	_____	_____
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?	_____	_____
Has an 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 have answered YES to any of the previous questions, 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.

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**SIGNATURE:** My signature below constitutes authorization to check my employment history, including without limitation, 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 Brewer School Department contracts in connection with my employment application to fully provide the Brewer School Department any information set forth above. I expressly waive in connection with any request 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 Brewer School Department, its agent 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.

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Signature/Date

**APPLICATION FOR SUBSTITUTE TEACHING POSITION CHECKLIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application form fully completed
- \_\_\_\_\_ Copies of transcript(s)
- \_\_\_\_\_ Copy of maine certification to include CHRC (fingerprinting)
- \_\_\_\_\_ Copy of resume
- \_\_\_\_\_ Yes to any of the questions in the Background section explained
- \_\_\_\_\_ Application signed

**NOTE:** ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE BREWER SCHOOL DEPARTMENT. 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.

**NOTE:** EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.