

REGIONAL SCHOOL UNIT #34

156 Oak Street
Old Town, ME 04468
(207) 827-7171

APPLICATION FOR TUTORING

THE REGIONAL SCHOOL UNIT #34 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

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

Present Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

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

Table with 4 columns: College/University Attended, Degree Awarded (if any), No. of Yrs. Attended, Grade Point Average. Includes three rows of blank lines for data entry.

EDUCATIONAL APPROVAL/CERTIFICATION

Have you had your fingerprints taken as required by the Criminal History Record Check ? If so, when and where? \_\_\_\_\_

Do you hold a valid State of Maine teaching certification/Educational Approval?

(please circle one)

YES (If so, please provide a copy).

EXP. DATE \_\_\_\_\_

NO \_\_\_\_\_

EXPERIENCE: Please list previous teaching/substituting experience. Please attach a copy of your resume.

Table with 4 columns: Grade/Subject, Position, Employer, Dates (from/to). Includes three rows of blank lines for data entry.

AREAS OF INTEREST:

1. Please indicate grade level(s) at which you are interested in tutoring:

K-2 \_\_\_\_\_ 3-5 \_\_\_\_\_ 6-8 \_\_\_\_\_ 9-12 \_\_\_\_\_ Special Education \_\_\_\_\_

2. If you are interested in substituting at the elementary level and have a specialty area, please circle the areas(s).

Art Music Physical Education Other \_\_\_\_\_

3. If you are interested in tutoring for any other areas, please indicate them below.

\_\_\_\_\_

**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	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BACKGROUND:**

The Regional School Unit #34 Board is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

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 not been nominated for re-employment in a prior position or ever had your nomination for 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)? Yes\_\_\_\_\_ No \_\_\_\_\_

If you have answered **YES** to any one 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 Regional School Unit #34 contacts in connection with my employment application to fully provide the Regional School Unit #34 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 #34, 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.

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Signature/Date

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**APPLICATION FOR TUTORING POSITION CHECK LIST:** 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(s)/Fingerprinting (CHRC)
  - \_\_\_ Criminal History Record Check form
  - \_\_\_ Copy of resume
  - \_\_\_ 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 #34 AND WILL BE RETAINED FOR A PERIOD OF THREE YEARS FROM DATE OF RECEIPT. 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.