



Regional School Unit 13
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APPLICATION FOR SUBSTITUTE SCHOOL NURSE POSITION

THE **REGIONAL SCHOOL UNIT 13** DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____

Grade level interested in: _____

Name _____

When will you be available? _____

Permanent Address _____

Phone _____

Temporary Address _____

Phone _____

E-Mail Address _____

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

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>Type</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you do not hold a Maine certificate, 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, Maine 04333.

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 on a separate page.

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer</u>

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 references listed below).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone</u>

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 while 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 investigated for discrimination, sexual abuse or harassment of another person? Yes ____ No ____

Have you ever had a professional license, credential 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 ____

If you have answered YES to any of the previous questions, please provide full details on an additional sheet.

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 RSU 13 contacts in connection with my employment application to fully provide RSU 13 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 RSU 13, 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.

Applicant Signature

Date

APPLICATION 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(s)/Nursing License(s)
- Resume
- 'Yes' to any of the questions in the Background section explained
- Three letters of reference
- Application signed

NOTE:

1. ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF **REGIONAL SCHOOL UNIT 13**. NONE WILL BE RETURNED.
2. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.
3. PRIOR CRIMINAL HISTORY, CONVICTION OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC BAR TO EMPLOYMENT – THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.