

**Oxford Hills Technical School (MVR #11)**  
256 Main Street, South Paris, ME 04281  
(Mailing Address: P.O. Box 313, Norway, ME 04268)  
Telephone: (207) 743-7756  
Fax: (207) 743-0667

**INSTRUCTOR/TRADE ASSISTANT APPLICATION**

The Oxford Hills Technical School (MVR #11) does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

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Date \_\_\_\_\_ Position(s) applying for: (Grade level, subject, other)

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

When will you be available? \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Temporary Address \_\_\_\_\_ Phone \_\_\_\_\_

**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)	No. of Years Attended	Grade Point Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**INDUSTRY CERTIFICATIONS:**

Type	State/Organization	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATION:** List certification(s) you hold and provide copies of certification from Dept. of Education.

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

If you hold a Maine certificate, please list areas certified in.

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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.

From (month/year)	To (month/year)	Position	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years of teaching experience \_\_\_\_\_. On a separate sheet, please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

**BACKGROUND:**

Are you a U.S. Citizen: 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-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 minor traffic offense)? Yes \_\_\_ No \_\_\_

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, 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.

**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).

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

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 *Oxford Hills Technical School (MVR #11)* contacts in connection with my employment application to fully provide *Oxford Hills Technical School (MVR #11)* 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 *Oxford Hills Technical School (MVR #11)*, its agents and officials, or against any provider of such information. Confidentiality of application information will be maintained in accordance with Maine Statutes.

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.

\_\_\_\_\_  
(Signature/Date)

**APPLICATION FOR 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(s)
- \_\_\_ Resume
- \_\_\_ Gaps in employment during the past ten years explained
- \_\_\_ Illustration of your philosophy of teaching
- \_\_\_ YES to any of the questions in the *Background* section explained
- \_\_\_ Three letters of reference
- \_\_\_ Application signed

**NOTE:** All application materials become the property of *Oxford Hills Technical School (MVR #11)*. 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.

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigator information possessed by any state, local or federal agency. I further authorize any persons, agencies or entities that the MVR #11 Cooperative Board of Directors contacts in connection with my employment application to fully provide the MVR #11 Board of Directors any information requested. I expressly waive in connection with any request for or provisions of such information, distress, invasion of privacy or interference with contractual relations that I might otherwise have against MVR #11, its agents and officials or against any provider of such information.

Confidentiality of application information will be maintained in accordance with the Maine Statutes. No information will be released to the public without prior notice being made to the candidate. On completion of the search, all application materials will be destroyed.

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Signature