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.

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

Name _____ _____

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.

_____

_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 investigated for sexual abuse or harassment of another person? 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 ___

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, including but not limited to permitted disclosures from the Maine Department of Education pursuant to 20-A MRSA§ 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process.

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, including the circumstances around any separation from employment. 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.

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.

I understand and agree that omitting essential facts or providing any false or misleading information on this application or during the employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been employed, to immediately dismiss me.

_____

(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.

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

NOTE: PRIOR CRIMINAL HISTORY, CONVICTION, OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT. THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.