

# WASHINGTON ACADEMY

PO Box 190 ■ East Machias, ME 04630  
207.255.8301 ■ fax 207.255.8303

**JUDSON L. MCBRINE**  
*Head of School*

**DAVID H. HITCHINGS**  
*Associate Head of School*

**TIM W. REYNOLDS**  
*Assistant Head of School*

**BLAINE C. STEEVES**  
*Athletic Director*

**NICHOLAS M. UMPHREY**  
*Director of Guidance*

**ROBIN A. MOLOFF-GAUTIER**  
*Director of Development*

## SUBSTITUTE TEACHER APPLICATION FORM

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EDUCATION: HIGH SCHOOL \_\_\_\_\_  
COLLEGE \_\_\_\_\_

OTHER EDUCATION: \_\_\_\_\_

EXPERIENCE: (Please list most recent position first)

	Place of Work	Dates	Types of Work
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Do you have a state of Maine teaching certificate? \_\_\_\_Yes \_\_\_\_No

If yes, in what subjects? \_\_\_\_\_

What subjects would you be willing to substitute in? \_\_\_\_\_  
\_\_\_\_\_

REFERENCES: Please list the names of three persons to contact.

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Applicant)

**OTHER INFORMATION:** The Washington Academy Board of Trustees 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 been charged with or investigated for sexual abuse of another person?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with, pleaded guilty or “no contest” (nolo contendere) to, or been convicted of any crime other than a minor traffic offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered “yes” to any of the above, please explain in detail on separate paper.

NOTE: Criminal charges, arrests, or conviction of a crime are not automatic bars to employment.

Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

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 any persons, agencies or entities that the Washington Academy Board of Trustees contracts in connection with my employment application to fully provide the Washington Academy Board of Trustees any information requested. 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 Washington Academy Board of Trustees, its agents and officials, MSMA, or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to screening and interview committees which will include other than Trustees (i.e. staff, parents, other citizens), and I give my consent thereto.

Confidentiality of application information will be maintained in accordance with Maine statutes. No information will be released to the public without prior notice being made to the candidate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature