



Fiddlehead School of Arts & Sciences
25 Shaker Road
Gray, ME 04039
(207) 688-3727 Tel.
(207) 657-2250 Fax.

APPLICATION FOR SUBSTITUTES & VOLUNTEERS

The Fiddlehead School of Arts & Sciences does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Date:	Position Sought: Classroom Sub Front Desk Sub Volunteer in class Volunteer Outdoor Classroom
Name:	Grade Preference for Classroom Sub:
Permanent Address:	
Home Phone:	Cell Phone:

Education: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	# Years	Degree or # of Credits

Special Skills:

Do you hold a valid Driver's License Yes No	Clerical Applicants:
State: Endorsement(s):	Typing: yes no WPM
Are you CHRC Certified? Yes No If so, please provide a copy of your certification with this application. If not, you will need to become certified in order to work as a substitute or volunteer regularly at Fiddlehead. The following is the link to the DOE website for instructions on getting your certification: https://www.maine.gov/doe/cert/fingerprinting	
Please describe groups, clubs, and organizational memberships you have experience with:	
What days of the week would you be available to sub/volunteer? (circle choices) M Tu W Th F	

Background:

Question	Yes	No
1. Have you ever been disciplined, discharged or asked to resign from a prior position?		

2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
3. Has your contract in a prior position ever been non-renewed?		
4. Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
5. Have you ever been convicted of a crime (other than a minor traffic offense)?		
6. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
7. Have you ever had a professional license or certificate suspended or revoked in any state, or have you voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?		
8. 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)?		
If you have answered yes to any of the previous questions, provide full details below, including, with respect to court actions – the date – offense in question – and address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.		

Please read the following carefully before signing this application:

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer/chaperone position and in interviews to Fiddlehead School that is true, correct, and complete to the best of my knowledge.

I certify that I have answered all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer/chaperone position. I understand that information contained on my application will be verified by Fiddlehead School. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer/chaperone.

I hereby consent to permit Fiddlehead School to contact anyone it deems appropriate to investigate or verify any information provided by me to discuss my suitability for a volunteer/chaperone position, including my background, volunteer experience, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar cause of action, against anyone providing such information.

I hereby authorize any organization affiliated with Fiddlehead School to investigate my background as necessary for the consideration of my application for the position of volunteer/chaperone.

I further authorize all persons, schools, companies, organizations, credit bureaus, and law enforcement agencies to supply all information concerning my background and to furnish such reports thereon and I hereby release them and any organization affiliated with Fiddlehead School from any and all liability and responsibility arising from their doing so.

I certify that the answers given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer/chaperone service upon discovery thereof.

Applicant's Signature _____ Date _____

Office Use Only

Application approved: _____

Application denied: _____

Date: _____