



**The New School**  
 38 York St, Kennebunk, ME 04043  
 thenewschool@tnsk.org  
 (207) 985-3745

## APPLICATION FOR EMPLOYMENT

### AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

**DIRECTIONS:** Download the form, fill it out, and save the form. You may attach additional pages if necessary. When complete, sign the form, and send it to thenewschool@tnsk.org.

Name (Last, First)			Date
Address			
Phone	Home	Cell	
Email			

Position(s) Applied For		
How did you hear about us?		
On what date are you available to start work?		
If you are under 18 years of age, can you provide proof of your eligibility to work?	YES	NO
Have you filed an application with us before?	YES	NO
If so, when?		
Have you been employed with us before?	YES	NO
If so, when?		
Are you currently employed?	YES	NO
May we contact your current employer?	YES	NO
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship is required upon employment</i>	YES	NO
Have you ever been convicted of a felony? *convictions will not necessarily disqualify an applicant from employment.	YES	NO
If Yes, please explain:		

**History of Employment:** Please list in order of most recent employment:

Employer 1		From (MM/YY)	To (MM/YY)
Company	Phone#		
Address			
Job Title			
Immediate Supervisor & Title			
Why did you leave?			
Summarize the type of work performed and job responsibilities			

Employer 2		From (MM/YY)	To (MM/YY)
Company	Phone#		
Address			
Job Title			
Immediate Supervisor & Title			
Why did you leave?			
Summarize the type of work performed and job responsibilities			

Employer 3		From	To
Company	Phone#		
Address			
Job Title			
Immediate Supervisor & Title			
Why did you leave?			
Summarize the type of work performed and job responsibilities			

**Educational Background**

Please list in order:

Date From (MM/YY)	DateTo (MM/YY)	Name and address of school	Level completed or Major/Minor

**References:**

Name	Relationship	Contact Information

**Please read carefully.**

I hereby certify that all the information I have provided in the above employment application is true, complete, and correct to the best of my knowledge. I authorize the The New School to investigate all statements and information provided in my application for employment as may be necessary, and by any and all means authorized or permitted by law. I understand that any information provided by me in this employment application or interviews that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or if employed, may result in my immediate discharge, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

Applicant Name:	
Applicant Signature & Date	

**Supplemental Questions for Teaching Staff Applicants**

We also invite you to submit copies of relevant transcripts. If your answer does not fit, you may attach additional pages.

What Maine Certifications do you currently hold?	
Are you able to receive a Maine Certification if you do not have one now?	
What other endorsements may you be eligible for/want to pursue?	
Why do you want to teach at The New School?	
What is your teaching philosophy? (short version)	
What do you see as your strengths as a teacher or as a person?	
What do you see as your challenges as a teacher or as a person?	
Describe a teaching or life experience that helped to define who you are as a teacher today.	
How might you use the community beyond the school as a teaching resource to make your content more relevant/authentic?	
Describe any new or innovative ideas you would like to try if you were to become a teacher here.	
Our advisory system is very important to us for building relationships that guide students personally and academically. As we mentioned in our job description, a key trait in our teacher is their ability to trust and support the capacity of young people to be responsible for their own learning. What are your thoughts about being an advisor?	
The New School does not use grades or standardized tests to evaluate students. Instead we use a system that is loosely standards based and employs written narrative assessment and personal feedback. Tell us a little about your assessment philosophy.	