



Lincoln Academy
Established in 1801
81 Academy Hill
Newcastle, ME 04553

APPLICATION FOR EMPLOYMENT

APPLICATION FOR (please check applicable option):

ADMINISTRATIVE/STAFF/SUPPORT

CUSTODIAL

DINING SERVICES

EDUCATION TECHNICIAN

FACULTY

MAINTENANCE

SUBSTITUTE TEACHER

COACH

Lincoln Academy does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination. Qualified applicants receive equal consideration. No questions is asked for the purpose of excluding any applicant due to race, color, national original, religion, age, gender, sexual orientation, disability, veteran status, or any other characteristic protected under local, state or federal law. *Lincoln Academy is an Equal Opportunity Employer*

Provide specific position for which you are applying:

Applicant First Name:

Applicant Last Name:

HOME ADDRESS:

Street Address:

City: State: Zip Code

MAILING ADDRESS (if, different than Home):

Street Address:

City: State: Zip Code

PHONE:

Home: Cell:

Are you legally authorized to work in the U.S.? YES NO

Do you require reasonable accommodation to perform the essential duties of this position? YES NO

If hired, when are you available to work?



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If you are presently employed, do we have permission to contact your current employer? YES NO

Do you currently hold CHRC approval from the Maine Department of Education? YES NO

Do you currently hold educator certification: YES NO

If so, from which state and what endorsement do you hold?

Do you currently hold Ed Tech Authorization from the Maine Department of Education? YES NO

If so, what level? LEVEL I LEVEL II LEVEL III

What are your salary requirements (not applicable for Substitute Teacher applicants):

Are you fully vaccinated against the Covid-19 virus? YES NO

If so, have you received a booster vaccine? YES NO

List any certifications or licenses you may hold that are relevant to this position (if applicable):

List any office, software or technical skills you may have that are relevant to this position:

Substitute Teacher applicants, which weekdays and months during academic year you are available to work:

Substitute Teacher applicants, which subjects do you feel most qualified to teach?

Substitute Teacher applicants, which subjects do you prefer not to teach?



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EDUCATION *(You may disregard this section if included in your attached resume.)*

	Institution Name	Years Completed	Field of Study	Diploma/Degree/Certification
High School				
College (Undergrad)				
Graduate School				
Business/Technical				
Other				

EDUCATIONAL EMPLOYMENT HISTORY *(Please provide complete teaching employment history with most recent listed first. If necessary, please attach an additional page. You may disregard this section if included in your attached resume.)*

Employer/School	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Subjects Taught			
Name of Supervisor/Contact Information			
Employer/School	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Subjects Taught			
Name of Supervisor and Contact Information			
Employer/School	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Subjects Taught			
Name of Supervisor and Contact Information			
Employer/School	Dates Employed (to/from)	Address/City/State	Reason for Leaving
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NON-EDUCATIONAL EMPLOYMENT HISTORY

(Please provide complete non-teaching employment history with most recent listed first. If necessary, please attach an additional page. You may disregard this section if included in your attached resume.)

Employer	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Type of Work Performed			
Name of Supervisor/Contact Information			
Employer	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Type of Work Performed			
Name of Supervisor and Contact Information			
Employer	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Type of Work Performed			
Name of Supervisor and Contact Information			
Employer	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Type of Work Performed			
Name of Supervisor and Contact Information			
Employer	Dates Employed (to/from)	Address/City/State	Reason for Leaving
Position/Type of Work Performed			
Name of Supervisor and Contact Information			



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REFERENCES *(Please provide a minimum of three references, who are not relatives and who can attest to your work. You may disregard this section if included in your attached resume.)*

Name	Relationship	Contact Information (Address, Email, Phone)

I certify that all information provided in my application materials is true and correct to the best of my knowledge. I understand any misleading or incorrect statements may render this application void, and if employed, may lead to termination of my employment.

I authorize Lincoln Academy to contact any of my former employers and references included in my application materials to give any information required regarding my former employment, character and references. I voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said former employers and references from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment expressly made for the purpose of preventing me from obtaining employment, which the party knows to be untrue.

Under Maine law employment at Lincoln Academy is at will. My employment and compensation may be terminated with or without cause and with or without notice, at any time, at the option of my employer or myself, unless I have a written agreement to the contrary.

I understand that employment cannot be finalized until I have completed the requirements for a complete background check and fingerprinting as required by Maine State Statute.

Date

Applicant's Signature

APPLICATION INSTRUCTIONS

Please refer to our website for information about other supporting documentation:

<https://www.lincolnacademy.org/about-la/employment/>

Application materials can be returned to:

- Email: Careers@LincolnAcademy.org OR
- US Mail: Lincoln Academy, Attn: Careers, 81 Academy Hill, Newcastle ME 04553