

Employer Review:

☐ Cori/Sori Date _____

☐ Two Forms of ID

Sent to:

☐ Elementary ☐ Secondary

☐ Fingerprint Date _____

HADLEY PUBLIC SCHOOLS

125 Russell Street

Hadley, MA 01035

1-413-586-0822

APPLICATION FOR SUBSTITUTE TEACHERS

PERSONAL DATA

Date: _____

Name _____

Phone _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Are you certified in Massachusetts? ☐ No ☐ Yes, your certification #is _____

PLEASE PROVIDE A COPY OF DOE CERTIFICATION

Are you certified in any other state? ☐ No ☐ Yes, Where? _____

Education

Name of Institution Major Degree Date

Name of Institution Major Degree Date

Teaching Experience

Place Position Dates

Place Position Dates

Related Work Experience

Place Position Dates

Place Position Dates

References:

Please list three professional references:

1. _____
Name Address Telephone
2. _____
Name Address Telephone
3. _____
Name Address Telephone

AVAILABILITY FOR SUBSTITUTING

On what days are you available? _____

At what grade levels would you be willing to substitute?

ELEMENTARY/SECONDARY?

Elementary:

☐ Pre K ☐ K-3 ☐ 4-6

Would you be willing to substitute in?

☐ Art ☐ Music ☐ Gym ☐ Special Education

Secondary:

☐ 7-8 ☐ 9-12

Field of Concentration

In what subjects do you feel most qualified?

Are there any areas in which you would not be willing to substitute?

Are you a citizen of the United States of America? ☐ Yes ☐ NO

If you are not a citizen of the U. S., are you authorized for employment in the U.S.? _____

The Immigration Reform & Control Act of 1986 requires employers to verify each new employee's identity and eligibility to work in the U.S. If you are offered a position you will be required to provide this documentation as a condition of employment.

Have you ever been convicted of any felony crime within the last 5 years? ☐ Yes ☐ No

If yes, please explain:

Within the last 5 years, have you been released from incarceration, from drug or alcohol rehabilitation or charged with a misdemeanor which is not first offense? ☐ Yes ☐ No

If yes, please explain:

In the event that you are offered employment, you will be required to give written permission to conduct a C.O.R.I. (Criminal Offender Records Inspection). The School System's offer of employment will be contingent on the results of the School System's review of your criminal record information. After employment, if C.O.R.I. information shows that you are not suitable for continued employment in your position, your employment will be terminated.

I understand that Massachusetts laws may require that at some point in the hiring process the information contained in this application be made available to the public, and that the facts set forth herein will be subject to verification.

Applicant's Signature

Date

The Hadley Public Schools is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, age, sexual orientation, religion, national origin, or disability.

Please return completed application to: Hadley Public Schools
125 Russell Street
Hadley, MA 01035
Tel: (413) 586-0822

A complete application consists of the following:

1. A completed application form
2. Criminal History Form Completed
3. A copy of the following proofs of identification:
 - a. Driver's License or Passport (*only one is required*)

If you do not have either one for (a) you must have both identifications for (b).

- b. Birth Certificate and Social Security Card