

**HOLLISTON PUBLIC SCHOOLS
HOLLISTON, MA 01746**

TO: Applicant for Substitute Teaching

Please fill out the application, Criminal History Systems Board (CORI) form, and Substitute Preference Sheet completely, enclose your college transcript (s) or arrange to have them sent to me directly from your College/University. If you are a certified teacher, please enclose a copy of your certification. Also, enclose a resume if you have one.

The pay scale for substitute teachers is as follows:

| | <u>Without Bachelor's Degree</u> | <u>With Bachelor's Degree</u> | <u>With Valid Massachusetts Teacher Certification</u> |
|------------------------------|----------------------------------|-------------------------------|---|
| 1 st fifteen days | \$65.00 | \$70.00 | \$75.00 |
| After fifteen days | \$70.00 | \$75.00 | \$80.00 |

The times our schools are in session are as follows:

| | | |
|-------------------|---------------|-----------------------|
| High School | Grades 9-12 | 7:30 a.m. - 2:03 p.m. |
| Middle School | Grades 6-8 | 7:30 a.m. - 1:53 p.m. |
| Miller School | Grades 3-5 | 8:10 a.m. - 2:33 p.m. |
| Placentino School | Grades PreK-2 | 8:50 a.m. - 3:15 p.m. |

Substitutes are required to be on hand 15 minutes before classes begin.

Once the application has been received, you will be contacted by a building principal for a brief interview.

If you have any questions, please contact Robin Tusino, Executive Assistant – Office of the Superintendent at 508-429-0650 extension 1134 weekdays between 8:00 a.m. to 4:00 p.m.

Thank you for your interest in substituting in the Holliston Public School System.

Sincerely,

Bradford Jackson
Superintendent of Schools

Please return the application to: Robin Tusino
Holliston Public Schools
370 Hollis Street
Holliston, MA 01746

HOLLISTON PUBLIC SCHOOLS
SUBSTITUTE PREFERENCE SHEET

Name _____

Address _____

Telephone _____

Do you have a Bachelor's Degree? Yes _____ No _____

Do you have a Massachusetts Teaching Certification? Yes _____ No _____

If Yes, please attach a copy of your transcript and/or certification.

Preferred grade levels/assignments (Please indicate using 1 for the first choice, 2 for second, etc.)

Placentino (PreK-2)

Miller (3-5)

Adams Middle (6-8)

High School (9-12)

Subject area expertise (i.e. Math, Science, Art, Music, Phys. Ed., etc.)

Areas in which I prefer not to substitute:

Days available to work:

_____ Monday

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Comments to explain any of the above in more detail, or other information you want the substitute coordinator to have concerning your availability.



HOLLISTON PUBLIC SCHOOLS
HOLLISTON, MASSACHUSETTS 01746

APPLICATION FOR EMPLOYMENT
(Please Print)

PERSONAL INFORMATION

NAME _____
LAST FIRST MIDDLE INITIAL DATE OF APPLICATION

PRESENT ADDRESS _____
STREET & NUMBER TOWN OR CITY STATE ZIP CODE

PHONE NUMBERS _____
HOME CELL OTHER

POSITION(S) YOU ARE APPLYING FOR _____ SCHOOL BUILDING _____

PLEASE PROVIDE THE FOLLOWING INFORMATION ALONG WITH THIS APPLICATION:

RESUME
REFERENCES

COLLEGE TRANSCRIPTS
CERTIFICATION(S)/LICENSURE (If Applicable)

PLEASE WRITE A BRIEF STATEMENT GIVING ADDITIONAL INFORMATION REGARDING YOUR CANDIDACY FOR THIS POSITION:

IMPORTANT: THE HOLLISTON PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER COMPLYING WITH THE REQUIREMENTS IMPOSED BY TITLE IX OF THE FEDERAL EDUCATION AMENDMENTS OF 1972 AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, AGE, OR NATIONAL ORIGIN. THE APPLICANT SHOULD EXERCISE THE GREATEST CARE IN PREPARING THIS APPLICATION. YOU MAY INCLUDE OTHER INFORMATION WITH THIS APPLICATION WHICH WOULD FURTHER EXPLAIN YOUR CANDIDACY. INFORMATION GIVEN HEREIN IS IN THE NATURE OF A REPRESENTATION AND IF INCORRECT ON A MATERIAL FACT WILL CONSTITUTE SUFFICIENT CAUSE FOR CANCELLATION OF THE CONTRACT IN CASE OF ELECTION. DO NOT OMIT ANY ITEM.

WORK EXPERIENCE
(BEGINNING WITH MOST RECENT)

| NAME AND ADDRESS OF EMPLOYER | DATES OF EMPLOYMENT | POSITION HELD |
|------------------------------|---------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

EDUCATION

| | Name & Address of School(s) Last Attended | Dates Attended From - To | Major / Minor | Date of Graduation | Degree |
|---|---|--------------------------|---------------|--------------------|--------|
| HIGH SCHOOL | | | | | |
| UNDER GRADUATE COLLEGE OR UNIVERSITY | 1. _____ 2. _____ 3. _____ | _____ | _____ | _____ | _____ |
| POST GRADUATE | 1. _____ 2. _____ | _____ | _____ | _____ | _____ |

SCHOLASTIC HONORS: _____

IF APPLYING FOR TEACHING POSITION, PLEASE PROVIDE THE FOLLOWING:

STUDENT TEACHING EXPERIENCE

| SCHOOL NAME/ADDRESS | DATES FROM-TO | GRADE/SUBJECT |
|---------------------|---------------|---------------|
| | | |
| | | |

SIGNATURE OF APPLICANT

HOLLISTON PUBLIC SCHOOLS

Office of the Superintendent

370 Hollis Street

Holliston, Massachusetts 01746

HLLPS

CH 385

G

CORI REQUEST FORM

Holliston Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/ employee for the position of SUBSTITUTE , school building _____, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me.

The information below is correct to the best of my knowledge.

Applicant/Employee Signature (Date)

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____ - _____ - _____
(Requested but not required)

ID Theft Index PIN (if applicable) _____

MOTHER'S MAIDEN NAME: _____

CURRENT ADDRESS: _____

FORMER ADDRESSES: _____

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE