

**SUBSTITUTE APPLICATION
MASCONOMET REGIONAL SCHOOL DISTRICT
20 ENDICOTT ROAD
TOPSFIELD, MA 01983**

Office Use Only
Cc: Supt. Office
Sub Coordinator
Orig-Principal

Please return completed applications to:
Peter Delani/HS Principal

Revised 08/17

NAME _____ Today's Date _____

ADDRESS _____
Street City/Town State Zip

TELEPHONE NUMBER _____ SOCIAL SECURITY NUMBER _____

EDUCATION

<u>Institution</u> <i>(Begin with High School)</i>	<u>Major/Minor</u>	<u>Degree</u>	<u>Yr. Of Graduation</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT BACKGROUND:

<u>Employer</u>	<u>Position</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

In which subjects would you substitute? List in order of preference.

- | | | | |
|---|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> French | <input type="checkbox"/> Business Ed. | <input type="checkbox"/> Music |
| <input type="checkbox"/> Math | <input type="checkbox"/> German | <input type="checkbox"/> Industrial Arts | <input type="checkbox"/> Art |
| <input type="checkbox"/> Science | <input type="checkbox"/> Russian | <input type="checkbox"/> Phys. Ed. | |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Spanish | <input type="checkbox"/> Special Ed. | |

Which level do you prefer: Middle School Senior High Either

Are there any days that you are NOT available to substitute? _____

Experience working with youth in other organizations?

Previous residences (last five years)

References—Please list those who are familiar with your character as it relates to working with youth. References will be checked when necessary.

CRIMINAL OFFENDER RECORD INFORMATION (C.O.R.I.)

As a condition of employment, the school district is required by law to obtain C.O.R.I. information for every employee. The Superintendent of Schools is certified by the Criminal History Systems Board to access all convictions and pending data. Please answer the following questions concerning criminal records listed below. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to superior court for criminal prosecution.

Have you been convicted of a felony? Yes _____ No _____

Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes _____ No _____

Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes _____ No _____

If the answer to question number 3 above is "yes", were you convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
Yes _____ No _____

**MASCONOMET REGIONAL SCHOOL DISTRICT
TEMPORARY EMPLOYMENT STATUS STATEMENT**

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for all of the District's other benefit programs.

CASUAL employees are those who have established an employment relationship or history with the District, but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits, they are ineligible for all of the District's other benefit programs.

PER DIEM employees are both TEMPORARY and CASUAL employees. Per diem employees work on an as-needed basis and therefore should not be given any assurance of continued employment, nor future scheduling guarantees based upon satisfactory performance. Per diem employees may be released without notice and without cause.

Per diem appointments shall have rates of pay within the assigned salary range. Per diem employees will typically be appointed to departments with in-house temporary employment pools where assignments will vary according to job description, location, duration and percentage of time.



I have read the above and agree to the terms and conditions as stated in becoming a Temporary/Casual/per Diem employee of Masconomet Regional School District.

Signature

Date

Print Name

Witness Signature

Date