

**APPLICATION FOR SUBSTITUTE NURSES  
MASCONOMET REGIONAL SCHOOL DISTRICT  
20 ENDICOTT ROAD  
TOPSFIELD, MA 0193**

Submit application to: Irene Duros, Guidance Department

Today's Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City/Town State Zip

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

\*\*\*\*\*

Please check the school(s) for which you wish to be called:

\_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ Both

Please check the day(s) of the week you are available:

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

**PROFESSIONAL DATA**

Do you have a current Massachusetts Nursing License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a nursing license in another state(s)? \_\_\_\_\_ If yes, please list state(s): \_\_\_\_\_

Are you currently certified in CPR? \_\_\_\_\_ First Aid? \_\_\_\_\_ If so, please attach copy of card(s).

Are you certified as a nurse through the Massachusetts Department of education? \_\_\_\_\_ If so, please attach a copy of your certificate.

Do you belong to any professional or other associations? \_\_\_\_\_ If so, please list: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION and PROFESSIONAL TRAINING**

	<b>High School</b>	<b>College</b>	<b>Graduate School</b>
<b>School Name</b>			
<b>Years Completed (circle)</b>	<b>9 10 11 12</b>	<b>1 2 3 4</b>	<b>1 2 3 4</b>
<b>Diploma/Degree</b>			
<b>Program Studied</b>			

**CURRENT AND PREVIOUS WORK EXPERIENCE**

List each job held. Start with your present or last job. If you need additional space, please continue on separate sheet of paper.

1. \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
  
2. \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
  
3. \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
  
4. \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Please give name, address and phone number of three references not related to you:

---

---

---

### **ADDITIONAL INFORMATION**

#### **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.

1. Have you been convicted of a felony?      Yes \_\_\_\_\_      No \_\_\_\_\_
  
2. 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 \_\_\_\_\_
  
3. 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 \_\_\_\_\_
  
4. 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 \_\_\_\_\_

The Masconomet Regional School District does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled access to all agency programs, activities and services without regard to disability.