NORWOOD PUBLIC SCHOOLS JAMES R. SAVAGE EDUCATIONAL CENTER 275 PROSPECT ST., PO BOX 67 NORWOOD, MA. 02062

APPLICATION FOR SUBSTITUTE POSITION

NAME:			
Last	First		Middle Initial
Present Address: No. and Street	City/Town	State	Zip Code
Social Security Number		Area Code	Telephone Number

Teaching Certificate Number / Field (Level)

DESIRED LEVEL TO SUBSTITUTE: (*Place a check next to appropriate level*)

Workday requires building arrival and departure times as follows:

Preschool:	Kindergarten:	Elementary:	Middle School:	High School:
8:25 - 3:15	8:25 - 3:15	8:25 - 3:15	7:10 – 2:15	7:30 -2:28

1. Educational Background

Name and Location of College or University	Date of Attendance	Degree	Major Concentration and Semester Hours Credit	Minor Concentration and Semester Hours Credit

2. Teaching Experience

	L L D	
Name and Location of	Inclusive Dates	Nature of Assignment Grade/Subject and Curriculum
School		

Total Years Teaching Experience:_____

3. Personal Information:

Are you a citizen of the United States of America?_____

Are you legally eligible for employment in this country?_____

Have you been arraigned and/or convicted of a felony in the last seven years?______(Such conviction may be relevant if job related, but may not bar you from employment.)

4. References:

Please include two letters of reference or in the space below give names of persons we may contact.

Full Name	Title	Present Address	Telephone No.

I AFFIRM THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant:_____ Date:_____

Completed Application should be sent to:

NORWOOD PUBLIC SCHOOLS JAMES R. SAVAGE EDUCATIONAL CENTER 275 Prospect Street, PO Box 67 Norwood, MA. 02062 Telephone 781 762-6804 x-5847 FAX 781 440-5900

Please mark the outside of the envelope SUB APPLICATION

The Norwood Public Schools do not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability in the operation of educational programs, extra-curricular activities, public events, or in employment.

If you require accommodations related to accessibility, communication or any other aspects of the preemployment prospect, you may request them from the ADA Coordinator. All such requests will be confidential and will not affect the hiring in anyway.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

No person will be hired by Norwood Public Schools without a Criminal Records Check (CORI).