



# WINCHENDON PUBLIC SCHOOLS

“Working Together”  
175 Grove Street  
Winchendon, MA 01475



## SUBSTITUTE APPLICATION

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1. **Position (Check all that apply):**  Teacher  Para-educator  Nurse  Custodian

2. **Grade Level Preferred (Custodian’s may skip this section):**

Elementary Pre-K – Grade 2 (Memorial School)  Elementary Grades 3 – 5 (Toy Town Elementary)  
 Middle School Grades 6 – 8 (Murdock Middle School)  High School Grades 9 – 12 (Murdock High School)

3. **Please indicate days you are available:**  Monday  Tuesday  Wednesday  Thursday  Friday

4. If a college student, list dates you will be available: \_\_\_\_\_

5. If under 18 years of age please state age: \_\_\_\_\_

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*Please print clearly*

Name: \_\_\_\_\_  
**Last** **First** **Middle Initial**

Address: \_\_\_\_\_  
Street/P.O. Box Town/City State Zip

**Contact Information:**

**Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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6. **Are you a certified teacher?**  Yes  No (if yes please provide a copy of certification)  
(Certification certificate, Mass. license and transcripts must be supplied to be determine qualification and wage level)

7. **Teaching Experience:** \_\_\_\_\_

8. **If you are a Nurse please indicate licensing:**  RN  LPN (Please provide copies license/certification)

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### PLEASE READ AND INITIAL

*\*\* A new law (G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks) requires all school employees in Massachusetts to submit to national fingerprint-based criminal background checks in addition to state CORI (Criminal Offender Records Information). The cost for this is \$55.00 for licensed educators and \$35.00 for all other employees. This fee is the responsibility of the employee.*

**I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:** \_\_\_\_\_

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**9. Educational Background** – Please attach all transcripts:

College \_\_\_\_\_  
Years Attended                      Course/Major                      Year Graduated                      Degree

High School/GED \_\_\_\_\_  
School Name                      Town/City                      Years Attended                      Year of Graduation

Other/Last School Attended: \_\_\_\_\_

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**10. Work Experience:**

May we contact your past and/or present employers?  Yes  No

1. \_\_\_\_\_  
Employer Name and Address                      Dates Employed                      Position                      Reason of Leaving

2. \_\_\_\_\_  
Employer Name and Address                      Dates Employed                      Position                      Reason of Leaving

3. \_\_\_\_\_  
Employer Name and Address                      Dates Employed                      Position                      Reason of Leaving

**11. Other Related Experiences or Special Skills?** (i.e., computer, working with children, maintenance, etc.)

\_\_\_\_\_

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**12. References:**

Please give (3) names, other than relatives, who can give references as to your character, work ability and integrity.

1. \_\_\_\_\_  
Name                      Address                      Phone                      Relationship

2. \_\_\_\_\_  
Name                      Address                      Phone                      Relationship

3. \_\_\_\_\_  
Name                      Address                      Phone                      Relationship

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**RELEASE OF INFORMATION:**

I certify that the information contained in this application, resume, and or cover letter is true and correct. I understand that willful omissions or false statements on these documents may result in termination of the hiring process or termination of my employment at the time of discovery with the Winchendon Public Schools.

I understand that a satisfactory record with the CORI (Criminal Offenders Records Information System) and SAFIS (Statewide Applicant Fingerprint Identification Services) is a condition of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Winchendon Public Schools offers all programs, activities and employment opportunities without regard to race, color, sex, national origin, sexual orientation or disability.**