

Tantasqua / Union 61 School Districts



Substitute Application Form

Name: _____

Date: _____

Address: _____

Telephone number: _____

Email: _____

Are you a U.S. citizen? Yes _____ No _____

Education

	Institution	Major	Degree	Dates
Secondary				
College				
Graduate				

Please include a copy of transcripts. Please include a copy of DESE MA teacher certification.

Teaching Experience

School	Location	Grade/Subject	Dates

Days available (Please circle preference) **MON TUES WED THUR FRI**

School and/or Grade Preference (Please circle choices—you may select certain grades and/or schools.)

Elementary - K, 1, 2, 3, 4, 5, 6, SPED Secondary - 7, 8, 9, 10, 11, 12, SPED

Brimfield District Code: 00430000

Tantasqua Junior High District Code: 07700000

Brookfield District Code: 00450000

Tantasqua Senior High District Code: 07700000

Holland District Code: 01350000

Tantasqua Technical School District Code: 07700000

Sturbridge District Code: 02870000

Wales District Code: 03060000

References (Please list at least three including supervisory personnel who have witnessed your performance.)

Name Position Address/Telephone number

Your employment in the Tantasqua Regional/Union 61 Public School Districts is conditioned upon completion and assessment of a national criminal background check as well as the state CORI check. These must be completed prior to employment.

CORI consent form: **Page 4 is Acknowledgement of Requirement and CORI FORM is page 5**
Please note that a government issued photo ID must be submitted with the CORI form, either in person, or, a notarized copy may be submitted via posted mail.

Please follow the link here to register online for the FBI fingerprint background check <http://www.identogo.com/FP/Massachusetts.aspx> District codes listed on previous page. A receipt will be provided following the fingerprinting. Please send a copy of the receipt to the address listed below clearly marked SAFIS Receipt.

There is an applicant cost associated with the fingerprint background check. \$35.00 for non DESE licensed individuals; \$55.00 for DESE licensed individuals.

Return application to:
Tantasqua Regional/Union 61 School District
Office of the Superintendent
320A Brookfield Road
Fiskdale, Massachusetts 01518

For each of the schools comprising the Tantasqua Regional/Union 61 School Districts, substitute employment is understood to be on an “as needed” basis. Accepted individuals will remain active on the substitute recruitment list until such time as the individual notifies the school, in writing, that he/she no longer wishes to be called for service.

Tantasqua/Union 61 School Districts are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.



Tantasqua Regional/School Union 61 Districts

320A Brookfield Rd., Fiskdale, MA 01518

(508)347-3077

FAX (508)347-2697

Erin Nosek, Ed. D
Superintendent of Schools

Deborah J. Boyd
Associate Superintendent
Brenda Looney
Special Education Director

Jodi Bourassa
Assistant Superintendent
Gregory Rossow
Technology Director

On January 10, 2013, Governor Deval Patrick signed into law G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks. The new law requires all newly hired school employees in Massachusetts, beginning in the 2013-2014 school year, to submit to national fingerprint-based criminal background checks in addition to state CORI checks.

The Commonwealth has developed regulations, policy and procedures to meet the requirements of this new law. A system is now in place for school employers to conduct a national fingerprint-based criminal background check, and we are making you aware of this requirement.

As a new (2014-2015) employee of the Tantasqua Regional/Union 61 Public School District, you are subject to a Massachusetts criminal background check (CORI). In addition, you are now required to submit to a national criminal background check by submitting your fingerprints. The Executive Office of Public Safety and Security and the Department of Criminal Justice Information Services, working with the Executive Office of Education, the Department of Elementary and Secondary Education, and the Department of Early Education and Care, have established the procedures for taking fingerprints, submitting them to the national database and returning reports to school employers. Under c. 459, the individual employee or prospective employee is responsible for the cost of the national criminal background check. Additional information on how to schedule an appointment, proper ID, and how to correct an incorrect record is available at <http://www.identogo.com/FP/Massachusetts.aspx>

Your employment in the Tantasqua Regional/Union 61 Public School District is conditioned upon completion and assessment of a national criminal background check as well as the state CORI check. **These must be completed prior to employment.**

Please sign below indicating your understanding and acknowledgement of these conditions of employment regarding both the CORI and the required national criminal background check and return to Brenda McCann, CORI Administrator, in Central Office.

Attached is specific information and directions on how to proceed in this process.

Printed Name

Signature

Date

For more information regarding national criminal background checks, please visit <http://www.mass.gov/eopss/agencies/dcjis/>



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CORI FORM

Tantasqua Regional/Union 61 School Districts is registered under the provisions of M.G.L. c 6 § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees and applicants for the rental or lease of housing. As a prospective or current employee, subcontractors, volunteers, license applicants, current licensees and applicants for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **Tantasqua Regional/Union 61 School Districts** to submit a CORI check for my information from DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **Tantasqua Regional/Union 61 School Districts** with written notice of my intent to withdraw consent to a CORI CHECK.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSE ONLY: The **Tantasqua Regional/Union 61 School Districts** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that by signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgement Form is true and accurate.

_____ Applicant/Employee/Volunteer Signature _____ Date

SUBJECT INFORMATION (PLEASE PRINT CLEARLY)

_____ Last Name _____ First Name _____ Middle Name _____ Suffix _____

Maiden Name (If applicable or other name(s) by which you have been known) _____ Position Applying For Which Your Applying _____

_____ Date of Birth _____ Place of Birth _____ Last 6 Digits Social Security Number (**REQUIRED**) _____

Gender: _____ Height: _____ ft. _____ in. Eye color: _____ Race: _____

State Driver's License Number: _____

_____ Mother's Current Full Name (and Maiden Name)

_____ Father's Current Full Name

Current Address:

_____ Current Street Number and City/Town, State, Zip

Former Addresses:

_____ Former Street Number and City/Town, State, Zip

For Office Use Only: The above information was verified by reviewing the following form of government issued photographic identification: _____

VERIFIED BY: _____
 Name of Verifying Employee (Print)

_____ Signature of Verifying Employee