

Return to:
Hopkinton Public Schools
89 Hayden Rowe St.
Hopkinton, MA 01748

Hopkinton Public Schools

Application for Substitute Teaching



NAME: _____ SS#: _____ E-MAIL: _____

ADDRESS: _____ ZIP: _____ TEL#: _____

Please check the following areas in which you wish to substitute teach:

ELEMENTARY: (Specific Grades _____ and/or Subject area):

All	<input type="checkbox"/>	Music	<input type="checkbox"/>	SpEd	<input type="checkbox"/>
Art	<input type="checkbox"/>	Wellness	<input type="checkbox"/>	Other	<input type="checkbox"/>

Comments: _____

MIDDLE /HIGH SCHOOL SUBJECT AREA:

All	<input type="checkbox"/>	Foreign Lang.	<input type="checkbox"/>	Music	<input type="checkbox"/>
Art	<input type="checkbox"/>	History	<input type="checkbox"/>	Tutor	<input type="checkbox"/>
SpEd	<input type="checkbox"/>	Ind. Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>
Business	<input type="checkbox"/>	Wellness	<input type="checkbox"/>	Other	<input type="checkbox"/>
English	<input type="checkbox"/>	Math	<input type="checkbox"/>		

Comments: _____

WHEN ARE YOU AVAILABLE? M T W Th F Beginning (Date): _____

EDUCATION and EXPERIENCE:

HS Diploma? Yes No Certified Teacher: Yes No # years of college completed: _____

Please list any previous teaching or substitute experience: _____

INDICATE IF YOU ARE A COLLEGE STUDENT DURING THE SCHOOL YEAR: Yes No

List vacations, if known: _____

Please list the names and phone numbers of two references that we may call. Current or former supervisors are preferred:

Name/Place	Position	Phone
_____	_____	_____
_____	_____	_____

I hereby verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge. And, I hereby authorize you to investigate my employment and personal history.

APPLICANT SIGNATURE

DATE

If added to our active substitute list and your status as a substitute changes during the year, it is your responsibility to notify the Substitute Coordinator (508-435-6481). If you have made a commitment to accept a position as a substitute on any given day, it is your responsibility to record the date, time, and school assignment, as well as the teacher you are covering for. If you cannot be there for any reason, please call the Substitute Coordinator immediately.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School System is committed to maintaining a school environment free of harassment. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Hopkinton Public School System requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.