

MARTHA'S VINEYARD PUBLIC SCHOOLS
4 Pine Street
Vineyard Haven, MA 02568
508.693.2007

Choice of Schools: _____

Availability: _____

Position: _____

Application Date: _____

APPLICATION FOR SUBSTITUTE

The Martha's Vineyard Public School System is an Equal Opportunity Employer

Name _____
(Last) (First) (Middle Initial)

Present Address: _____
(Street) (Town) (State) (Zip Code)

Mailing Address: _____
(Street) (Town) (State) (Zip Code)

Telephone Numbers: _____
HOME WORK EMAIL

Last Previous Address: _____
(Street) (Town) (State)

Are you currently retired through Mass Teachers Assoc. or Dukes County Retirement System? Yes No

Are you currently a contributing Member to any other Massachusetts public retirement system? Yes No

If yes which one? _____

Social Security Number (Optional): _____ Driver's License No. _____

EDUCATIONAL HISTORY:

At least two years of college or comparable educational experience is required

What is the highest degree of school you have completed? _____ H.S. _____ AS _____ BS/BA _____ Other

Years completed _____ Where _____

Military Experience? Branch: _____

From: _____ To: _____ Total No. Years _____

List any educational certifications you hold _____

EMPLOYMENT HISTORY: List each job held. Start with your PRESENT or LAST job.

Employer's Name & Address	Job Title & Nature of Work	Dates Employed	Reason Left
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1. _____

2. _____

3.

RELATED INFORMATION: *If you need additional space to answer these questions please continue on a separate sheet of paper*

1. Please list any special skills, qualifications or volunteer service that will help you in your Substitute Teaching experience.

2. What has been your experience working with children?

3. Have you any skills in class management?

REFERENCES: *Give at least three names of persons, **non-related**, that are familiar with your employment performance.*

	Mailing Addresses	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____

PLEASE ANSWER THE FOLLOWING:

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor with in 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 or no?
3. Have you completed a period of incarceration with in the past five years for any misdemeanor (other than a first conviction for any part of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
4. If the answer to question number 3 above is "yes" please state whether you were 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 or no?

Additionally, all applicants will be subject to a Sate background check (CORI) and a fingerprint based (national) background check to investigate criminal activity as a condition of employment

Affirmative Action Survey-optional Information: The following questions are strictly optional, and are asked for Affirmative Action purposes **only**. The information requested is not used as part of the hiring process, and will remain confidential. Applicants will in no way be penalized for electing not to provide the information.

ETHNICITY: _____ Black American _____ Hispanic _____ Asian or Pacific Islander
_____ American Indian _____ Other (Explain)

GENDER: _____ Male _____ Female
_____ DOB

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Martha's Vineyard Public Schools.

(Signature of Applicant)

(Date of Application)

*Please be aware when you are approved to be a Substitute that it is your responsibility to inform the person in charge at the Superintendent's Office of any changes in your application. It is also your responsibility if you wish to continue to Substitute teach the following school year that you reactivate your status with the receptionist at the Superintendent's Office. If you wish to be taken off the list for any reason and resume your Substitute status at a later time it is your responsibility to reactivate your status and you will be subject to another CORI check before being put back on the list. The Substitute list expires on June 30th at the end of the school year.