



**Town of North Attleborough
Human Resources Department
North Attleborough Public Schools & General Government
Woodcock Administration Building, 6 Morse Street, North Attleborough, MA 02760**

Phone: (508) 643-2175

Fax: (508) 643-2144

SUBSTITUTE/TUTOR APPLICATION AUTHORIZATION FORM

All applicants interested in substituting with the North Attleborough Public Schools must complete the information below.

NOTE: Once you complete the form please contact the appropriate individual below to schedule an interview. Please bring this form along with a resume or a completed application to the interview. (Applications may be obtained in the Human Resources Department or on-line at naschools.net)

- ❖ Teachers/Paraprofessionals/Secretaries- Pat Beauregard, HR Administrative Secretary (508) 643-2175 x 402
- ❖ Custodians – Susan Dieterle, Secretary to the Buildings/Grounds Director (508) 643-2100
- ❖ Nurses - Judy Aubin, Head Nurse (508) 643-2163
- ❖ Cafeteria - Rhoda Vars, Secretary to the Food Service Director (508) 643-2104
- ❖ Bus Monitors/Drivers – Michelle Hulme, SPED Secretary (508) 643-2160 x 304
- ❖ Tutors – Chris Farren, SPED Secretary (508) 643-2160 x 303

Name: _____

Address: _____

Phone: Home _____ Cell _____

Please CHECK the classification(s) and level(s) in which you are applying to substitute:

Classifications	Levels
<input type="checkbox"/> Teacher <input type="checkbox"/> Paraprofessional – Clerical <input type="checkbox"/> Paraprofessional – Instructional <input type="checkbox"/> Secretary <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Nurse <input type="checkbox"/> Custodian <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bus Monitors <input type="checkbox"/> Tutor <input type="checkbox"/> Bus Drivers	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary <input type="checkbox"/> Early Learning Center <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Certified Teacher <input type="checkbox"/> Non-Certified Teacher

Please CIRCLE the day(s) in which you are available to substitute:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

TO BE COMPLETED BY CENTRAL OFFICE

Approved to be utilized as a substitute: _____ Date: _____

Comments: _____

Sub-Coordinator/Substitute Contacts/Payroll Notified by Human Resources: _____

Document Checklist: *Application *I-9 Identification *CORI *Audit Form *W-4 *OBRA