



**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/Admin. Assistants - Pat Beauregard, HR Admin. Assistant (508) 643-2175 x 402
- ❖ Custodians –Rebecca Lerman, Bookkeeper/Admin to the Buildings/Grounds Director (508) 643-2100
- ❖ Nurses – Melissa Langille-Badger, Head Nurse (508) 643-2140 x223
- ❖ Cafeteria – Heather Baril, Director of Food Service (508) 643-2104
- ❖ Bus Monitors/Drivers – Michelle Hulme, Transportation Coordinator/SPED Admin. (508) 643-2160 x 304
- ❖ Tutors – Michelle Hulme, Transportation Coordinator/SPED Admin. (508) 643-2160 x 304

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 – Special Education <input type="checkbox"/> Paraprofessional <input type="checkbox"/> Administrative Assistant  <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Nurse <input type="checkbox"/> Custodian <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bus Monitor <input type="checkbox"/> Tutor <input type="checkbox"/> Bus Driver	<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 \*Fingerprinting Receipt