

# 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

**School or Grade Preference (Please circle choices.)**

**Elementary - K, 1, 2, 3, 4, 5, 6, SPED**

**Secondary - 7, 8, 9, 10, 11, 12, SPED**

**Brimfield**

**District Code: 00430000**

**Brookfield**

**District Code: 00450000**

**Holland**

**District Code: 01350000**

**Sturbridge**

**District Code: 02870000**

**Wales**

**District Code: 03060000**

**Tantasqua Junior High**

**District Code: 07700000**

**Tantasqua Senior High**

**District Code: 07700000**

**Tantasqua Technical School**

**District Code: 07700000**

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

**Name**

**Position**

**Address/Telephone number**

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**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.**

Link to CORI consent form: <http://www.tantasqua.org/superintendent/docs/coriform.pdf>

**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

**Jeffrey Zanghi**

Assistant Superintendent

**Brenda Looney**

Special Education Director

**Gregory Rossow**

Technology Director

**Roger Pontbriand**

Treasurer

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 (2017-2018) 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.

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Printed Name

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Signature

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Date

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

Substitute Application Form 03-09-18