



# Haverhill Public Schools

DATE: \_\_\_\_\_

NAME \_\_\_\_\_ S.S.# \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIPCODE \_\_\_\_\_ TEL.# \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TO: **SUBSTITUTE ADMINISTRATOR /NURSE**

We shall be happy to include your name on the Substitute List for the **2019-2020** school year. The Haverhill Public Schools consistent with M.G.L. 151A, S. 28A, considers you to have reasonable assurance of employment in the **2019-2020** school year.

Employment with our district calls for several customary vacation/recess periods during the school year. For your convenience a copy of the **2019-2020** school calendar is attached. Following each of the periods as established by the **2019-2020** school calendar, you will have continued employment with the district as a Substitute.

If it is your intent to accept this offer of reasonable assurance of employment as a substitute, you must **return this form within ten (10) business days of the date written above**, to the:

Haverhill Public Schools, c/o Human Resource Department, 4 Summer Street, Room 104, Haverhill, MA 01830.

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Please check off the following areas you wish to substitute:

**ELEMENTARY/MIDDLE:**

Comments: \_\_\_\_\_  
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**HIGH SCHOOL:**

Comments: \_\_\_\_\_

**WHEN ARE YOU AVAILABLE?** (Please circle) M T W TH F or ALL

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**IF YOUR STATUS AS A SUBSTITUTE CHANGES DURING THE YEAR, PLEASE CALL THE HUMAN RESOUCE DEPARTMENT (978) 374-3411. 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 EMPLOYEE YOU ARE COVERING FOR. IF YOU CANNOT BE THERE FOR ANY REASON, PLEASE CALL THE ANSWERING SERVICE OR THE PRINCIPAL/SUPERVISOR.**

**TO ALL NEW APPLICANTS:** All materials in the packet must be filled out and returned to the HPS Human Resource Department before an informal interview can be set up.