



Haverhill Public Schools

DATE: _____

NAME _____ **S.S.#** _____

ADDRESS _____ **ZIPCODE** _____ **TEL.#** _____

SIGNATURE _____

TO: SUBSTITUTE CUSTODIAN

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 Custodian.

If it is your intent to accept this offer of reasonable assurance of employment as a substitute custodian, 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.

WHEN ARE YOU AVAILABLE: (Please Circle) M T W TH F or ALL

SHIFT PREFERENCE: (Please Circle) Morning Afternoon Evening or ALL

IF YOUR STATUS CHANGES DURING THE YEAR, PLEASE CALL THE HUMAN RESOURCE DEPARTMENT AT (978) 374-3411.

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