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# Haverhill Public Schools

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

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

**ADDRESS** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_ **TEL.#** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

TO: **SUBSTITUTE SUPPORT STAFF** (Paraprofessionals/ Clerks / Drivers/ Bus Monitors/Crossing Guard/Technology):

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 Support Staff.

If it is your intent to accept this offer of reasonable assurance of employment as a substitute support staff, 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:** Circle M T W TH F

*Please check the following category(ies) of support staff positions in which you would like to substitute:*

**LEVELS:**

- Early Childhood
- Elementary
- Middle School
- High School
- All Grade Levels

**PARAPROFESSIONAL:**

- Paraprofessional – Clerical
- Paraprofessional – Instructional (Technology/Library)
- Paraprofessional - Special Needs

**TECHNOLOGY:**

- Intern

**CLERICAL**

- Clerical

**TRANSPORTATION:**

- Driver CDL
- Driver 7D
- Bus Monitor
- Crossing Guard

**IF YOUR STATUS CHANGES DURING THE SCHOOL 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 HPS Human Resource Department before an informal interview can be set up.**