

FAIRHAVEN PUBLIC SCHOOLS  
128 Washington Street  
Fairhaven, MA 02719  
508-979-4000

SUBSTITUTE  
APPLICATION FOR EMPLOYMENT

1. THIS APPLICATION IS NOT TO BE USED FOR “TEACHING POSITIONS”. PLEASE REFER TO OUR “APPLICATION PROCESS” FOR ALL TEACHING POSITIONS.
2. WHEN COMPLETING THIS APPLICATION AND ACCOMPANYING FORMS. PRINT CLEARLY IN INK OR TYPE.
3. ANSWER ALL APPLICABLE QUESTIONS CLEARLY AND COMPLETELY.
4. MAKE SURE ALL NAMES ARE COMPLETE AND ADDRESSES AND TELEPHONE NUMBERS ARE CURRENT.
5. FAILURE TO ANSWER ANY QUESTION COMPLETELY AND TRUTHFULLY MAY RESULT IN YOUR BEING DISQUALIFIED FROM CONSIDERATION FOR EMPLOYMENT OR TERMINATION FROM EMPLOYMENT.
6. IT IS UNLAWFUL TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITIES.



C. In chronological order, please state each place you have resided within the past ten years. Include addresses while attending school, if away from home, and all military addresses. (Note: Your present address should be listed on the first line below.)

From Month	Year	To Month	Year	Apt#	Number and Street	City/Town	State	Landlord's Name and Telephone #

D. Are you lawfully eligible for employment in the United States? Yes [ ] No [ ]

E. If you are under the age of 18 please state your age.

\_\_\_\_\_ Years \_\_\_\_\_ N/A

F. Have you ever used another name? Yes [ ] No [ ] If yes, please explain:

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G. Do you have a relative in our employment? Yes [ ] No [ ] If yes, please give name and relationship:

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H. If your application is considered favorably, on what date can you start work?

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I. Do you possess a valid driver's license from the Commonwealth of Massachusetts?

Yes [ ] No [ ] Lic. # \_\_\_\_\_

J. Was your driver's license in this state, or any other state, ever suspended or revoked?  
Yes [ ] No [ ] If yes give details:

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K. Have you ever worked for this municipality before? If yes, give the name of the agency/dept. and when?

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L. Do you understand that any appointment will be subject to a review of your C.O.R.I. (Criminal Offender Record Information)? Yes [ ] No [ ]

## II. EDUCATION

A. List the name and address of the following schools you attended and dates:

<u>School Name and Address</u>	<u>Graduation Yes/No</u>	<u>Number of Years Attended</u>	<u>Degree</u>	<u>Major</u>
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High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

Equivalency \_\_\_\_\_

Courses Now Studying \_\_\_\_\_

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Graduation date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

B. Were you ever dismissed from a school or was any disciplinary action, including scholastic probation, ever taken against you during your scholastic career?  
Yes [ ] No [ ] If yes, give school, date and action taken:

School: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_



**V. REFERENCES**

- A. List three references (**not** relatives, former or present employers, fellow employees or school teachers) on the following page who are adults who have known you for at least five years. All persons to whom you refer may be asked to appraise your character, ability, experience, personality and other qualities.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Telephone # ( ) - \_\_\_\_ - \_\_\_\_\_ Nighttime Telephone # ( ) - \_\_\_\_ - \_\_\_\_\_  
Occupation \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Telephone # ( ) - \_\_\_\_ - \_\_\_\_\_ Nighttime Telephone # ( ) - \_\_\_\_ - \_\_\_\_\_  
Occupation \_\_\_\_\_

3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Telephone # ( ) - \_\_\_\_ - \_\_\_\_\_ Nighttime Telephone # ( ) - \_\_\_\_ - \_\_\_\_\_  
Occupation \_\_\_\_\_

**VI. CRIMINAL RECORD**

**Note:** With regard to questions contained in this section, under Massachusetts Law, you may answer “no record” if any of the following circumstances are applicable.

- (1) You have never been arrested for violation of a criminal statute; \_\_\_\_\_
- (2) You have been arrested but have never been tried for a criminal offense; \_\_\_\_\_
- (3) You have been tried for a criminal offense but were not convicted; \_\_\_\_\_
- (4) You have a first conviction for any of the following misdemeanors; speeding, minor traffic violation, drunkenness, simple assault, disturbing the peace; \_\_\_\_\_
- (5) You have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than five years before the date of the application; \_\_\_\_\_
- (6) You have felony or misdemeanor convictions which have been sealed pursuant to Massachusetts Law; \_\_\_\_\_
- (7) You have juvenile delinquency or child in need of services complaints which were not transferred to Superior Court for prosecution; \_\_\_\_\_

A. Have you ever been convicted of a felony? Yes [ ] No [ ]

B. Have you been convicted of a misdemeanor other than minor traffic violations? .  
Yes [ ] No [ ]

C. Do you have any court judgments pending against you? Yes [ ] No [ ]  
If yes, give details:

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D. Have you ever been convicted of a sexual offense? Yes [ ] No [ ]  
If you have answered yes, please state the following:

<u>Date</u>	<u>Place/Department</u>	<u>Charge/Court/Disposition</u>	<u>Docket No.</u>

**Note: A conviction record will not necessarily result in a bar to employment.**

E. Have you ever been convicted of a narcotic offense? Yes [ ] No [ ]

F. Have you ever been sentenced to imprisonment after conviction of a crime?  
Yes [ ] No [ ]

G. Are you now under charge for any criminal offense on which you are awaiting trial or disposition? Yes [ ] No [ ]  
If you have answered yes please state the following:

<u>Date</u>	<u>Place/Department</u>	<u>Charge/Court/Disposition</u>	<u>Docket No.</u>
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H. Have you ever been or are you currently the subject of any petition for restraining order requesting or issued pursuant to c. 209A (abuse prevention), of the Massachusetts General Laws? Yes [ ] No [ ]  
If you have answered yes, please explain when and where.

<u>Date</u>	<u>Place/Department</u>	<u>Charge/Court/Disposition</u>	<u>Docket No.</u>
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