Town of North Attleborough
Human Resources Department
North Attleborough Public Schools & Town Government
Woodcock Administration Building, 6 Morse Street, North Attleborough, MA 02760

Phone: (508) 643-2175   **Fax: (508) 643-2144**

SUBSTITUTE/TUTOR APPLICATION AUTHORIZATION FORM

All applicants interested in substituting with the North Attleborough Public Schools must complete the information below.

NOTE: Once you complete the form please contact the appropriate individual below to schedule an interview. Please bring this form along with a resume or a completed application to the interview. (Applications may be obtained in the Human Resources Department or on-line at naschools.net)

- ❖ Teachers/Instructional Assistants/Administrative Assistants – Human Resources   (508) 643-2175 x 403
- ❖ Custodians – Rebecca Levesque, Administrative Assistant II   (508) 643-2100
- ❖ Nurses – Melissa Langille-Badger, Nurse Leader   (508) 643-2130 x 2040
- ❖ Cafeteria – Heather Baril, Director of Food Service   (508) 643-2104
- ❖ Bus Monitors/Drivers, Crossing Guards – Matthew Braga, Transportation Director   (508) 643-2106
- ❖ Tutors – Susan Goulet – Student Services Administrative Assistant   (508) 643-2160 x 305

Name: _____

Address: _____

Phone: _____ Email _____

Please CHECK the classification(s) and level(s) in which you are applying to substitute:

Classifications	Levels
Teacher Instructional Assistant – SPED Instructional Assistant Administrative Assistant --- Bus Monitor Bus Driver Crossing Guard --- Nurse Custodian Cafeteria Tutor	High School Middle School Elementary Early Learning Center ------------------------------------ Non‑Certified Teacher Certified Teacher:

Please CHECK the day(s) in which you are available to substitute:

MONDAY   TUESDAY   WEDNESDAY   THURSDAY   FRIDAY

College Student only available on breaks

TO BE COMPLETED BY CENTRAL OFFICE

Approved to be utilized as a substitute:_____Date:_____

Comments:_____

Sub-Coordinator/Substitute Contacts/Payroll Notified by Human Resources:_____

Document Checklist: *Application *I-9 Identification *CORI *Audit Form *W-4 *OBRA *Fingerprinting Receipt