

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197

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## SUBSTITUTE APPLICANTS

Attached is an application for substitute teaching. Please complete the application, indicating preferred locations, grade level(s) and subject(s). Please note any dates/times that you would be unavailable. We do require that substitute applicants have completed High School and are at least 21 years of age. A teaching certification is not required.

After we receive your completed application, we will forward it to one of our principals who will contact you for an interview. If you are accepted for substituting you will be asked to complete the following forms: W-4 form, I-9 form (Employment Eligibility Verification, Immigration and Naturalization Service), and a Criminal Record Release Authorization Form. **You must also provide us with your driver's license and social security card. Completion of the Criminal Record Release Authorization Form, requesting dissemination of criminal history record information from the State Police Central Repository for Criminal Records is a condition of Employment for the ConVal School District.**

**Please include a check in the amount of:**

**Inked Print - \$45.25**

**LIVESCAN - \$34.25**

**made payable to, State of NH – Criminal Records (include your license number on the check). A notary is available at the SAU Office for your convenience.**

Thank you for your interest in our school district. Upon completion of the paper work, please call Pat Wallace, at 924-3336 extension 2033.

**Revised 2/18/08**

**SUBSTITUTE APPLICATION**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State and Zip

**EDUCATION**

<b>School/Location</b>	<b>Diploma/Degree</b>	<b>Date of Graduation</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXPERIENCE**

<b>School/Company Name &amp; Location</b>	<b>Date of Employment</b>	<b>Nature of Work</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Title or Occupation</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I will be available to substitute during the school year at the following schools:

**Elementary Schools:**

- Antrim Elementary, (K-4) ( )
- Pierce School, Bennington (K-4) ( )
- Dublin Consolidated (K-5) ( )
- Francetown Elementary (K-4) ( )
- Greenfield Elementary (K-4) ( )
- Hancock Elementary (K-4) ( )
- Peterborough Elementary (K-4) ( )

Temple Public ( )

**Middle Schools: (5-6)**

- Great Brook School, Antrim ( )
- South Meadow School  
Peterborough ( )

**High School**

- ConVal Regional High (9-12) ( )  
Peterborough

I am willing to substitute at all of the above schools ( )

I am certified and/or have had experience in the following areas:

<b>List subjects and/or grades available to substitute</b>	<b>NH Certified</b>	<b>EXPERIENCE</b>
_____	( )	( )
_____	( )	( )
_____	( )	( )

**Other Experience** (Please check all that apply or if you are willing to Substitute)

- Music**\_\_\_\_ **Band**\_\_\_\_ **Art**\_\_\_\_ **Phys Ed**\_\_\_\_ **CFS**\_\_\_\_ **IT**\_\_\_\_  
 Cons/Fam Ind Tech  
**FrnLgn**\_\_\_\_ **LifeSk**\_\_\_\_ **SpecEd**\_\_\_\_ **Library** \_\_\_\_ **Other** \_\_\_\_

I am available to substitute every day during the school year and at any time during the regular school day, with the following exceptions:

- \_\_\_None
- \_\_\_List days of week unavailable\_\_\_\_\_
- \_\_\_List Hours of day unavailable\_\_\_\_\_
- \_\_\_List weeks or months unavailable\_\_\_\_\_

I understand it is my responsibility to notify Pat Wallace, Human Resources Department, 924-3336 ex. 2033 of any changes in any of the above information.

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

Signature\_\_\_\_\_