



BEVERLY PUBLIC SCHOOLS
502 Cabot Street
Beverly, Massachusetts 01915
Telephone (978) 921-6100
Fax (978) 922-6597
www.beverlyschools.org

James J. Hayes, Ed.D.
Superintendent of Schools

Marie E. Galinski, Ed.D.
Assistant Superintendent

SUBSTITUTE APPLICATION

Date: _____

Name: _____

Address: _____

Telephone Number: _____

EDUCATION: (Begin with the most recent)

Dates- From/To	University or College Location	Major and Minor	Degree

TEACHING/ADMINISTRATIVE ASSIGNMENTS: (Begin with most recent. First year teachers, list student teaching)

Dates- From/To	School/Location	Assignment	Full-Time/Part-Time

NON-TEACHING EMPLOYMENT: (Since receiving Bachelor Degree)

Dates-From/To	Place of Employment	Position	Full-Time/Part-Time

VALID TEACHING CERTIFICATES:

State	Areas of Certification	Certificate Number

REFERENCES: (People acquainted with your work as a teacher/administrator/employee)

Name	Position	Address	Telephone Number

ACTIVITIES AND ORGANIZATION: (List sports, clubs, hobbies, professional organization, etc.)

Activity/Organization	Honors/Awards/Offices Held

PHILOSOPHY: Attach a separate sheet with a brief statement of your personal beliefs concerning education.

A letter of interest, resume, certification, letters of reference, and copy of transcripts must be submitted with this completed application.

APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIREMENTS HAVE BEEN RECEIVED.

Send the completed application along with supportive materials to: Beverly Public Schools
Attn: Corie MacKenzie
502 Cabot Street
Beverly, MA 01915

The School Committee of the Beverly Public Schools declares that it is the policy of the system to hire the best qualified applicants for any and all positions within the school department. In pursuing this policy, the system will not discriminate on the basis of an applicant's sex, race, color, national origin, ancestry, religion, age, disability, or sexual orientation as required by Title IX of the 1992 Educational Amendments and Chapter 622 of the Acts of 1971. The Beverly Public Schools is an Equal Opportunity Employer, which actively seeks to increase the diversity of its workforce.

To enable all students to reach their potential through an academically challenging and diverse education.