

Dear Substitute Applicants ~

Thanks for your interest in working with Beverly students! Our need for flexible, dedicated substitutes is critical. Below you can find out the steps it takes to become a substitute for the Beverly Public Schools.

**Step One-**

Complete the application, attach a resume, three letters of reference, college transcripts, and if applicable, teacher certification. If you have taken the MTEL and your certification is pending please attach your test scores. While Massachusetts licensure and teaching experience are preferred, neither is required for per diem substitutes.

**Step Two-**

Once the Personnel Office has received all of the required materials an interview will be scheduled. The interview will be held with one of our building principals. The interview is generally about fifteen to twenty minutes long.

**Step Three-**

After the interview is complete, the applicant must complete the Criminal Offense Record Information form (CORI) and payroll paperwork. State law requires schools to run a CORI check on everyone who has contact with students. Employment of any kind- salaried, hourly, or per diem is contingent upon favorable review of your CORI report. (You will be given this paperwork after your interview). The completed paperwork should be returned to Corie MacKenzie at the Memorial Building located at 502 Cabot Street, Beverly, MA 01915.

**Step Four-**

Provided the reference checks are satisfactory, and contingent upon favorable review of your CORI report you will be placed on our substitute list. Your information will then be forwarded to our substitute coordinator.

If you should have any questions please feel free to contact Corie MacKenzie at 978-921-6100 ext. 700.

We look forward to hearing from you!