

ADMINISTRATION BUILDING
 11 LINCOLN STREET
 PLYMOUTH, MASSACHUSETTS
 02360
 TELEPHONE (508) 830-4300
 FAX (508) 746-1873
www.plymouths.k12.ma.us



CHRISTOPHER S. CAMPBELL, Ed.D.
 SUPERINTENDENT OF SCHOOLS

STACEY A. ROGERS, Ed.D.
 ASSISTANT SUPERINTENDENT
 ADMINISTRATION AND INSTRUCTION

ERIK W. CIOFFI
 ASSISTANT SUPERINTENDENT
 HUMAN RESOURCES

2022 – 2023 SCHOOL YEAR

If you wish to be placed on our **ACTIVE SUBSTITUTE TEACHER LIST**, please complete the information requested below and call Alisha Cardarelli in the Plymouth School Department Human Resources office to schedule an appointment to present your documents.

Sincerely,
Erik W. Cioffi
 Assistant Superintendent, Human Resources

The following documents must accompany your application to be considered for placement on our substitute teacher list:

1. Certificated Application
2. Completed W-4 (withholding)
3. Completed I-9 (Employment Eligibility) with backup identification (pages 7 & 8)
4. Transcript evidence of the equivalent of at least two (2) years of college (**60** credits)
5. Commonwealth of MA Deferred Compensation Plan Form*
6. CORI (Criminal Offender Record Information) Form
7. SSA-1945 (Statement Concerning Your Employment in a Job Not Covered by Social Security)
8. Certificate of **Completed Ethics Training**
9. Instructions for scheduling fingerprinting appointment (Fingerprinting must be scheduled before presenting your application.)
10. Direct deposit form

*The Town of Plymouth participates in the Commonwealth of Massachusetts Deferred Compensation Plan in lieu of Social Security deductions. All substitute teachers will be required to participate in this plan.

Please check grade levels/subjects you will substitute:

		GRADES	SUBJECTS
Grades K-5	Elementary		
Grades 5-8	Middle/Intermediate Schools		
Grades 9-12	High Schools		
Availability:			

Please place my name on the TEACHER SUBSTITUTE LIST for the 2022-23 school year.

Name: Street: Town: Zip: Phone No: e-mail Address:	OFFICE USE ONLY
	Approved:
	Date:
	Date Added To List: