

Application Process:

Applicant fills out application packet

- Non-Teaching Application
- Professional Staff Application

CORI form needs to be submitted with a copy of their license. Once approved

Then an interview is set up with an administrator.

Three References are mandatory.

Once the Administrator recommends the employee for a position, the remaining paperwork needs to be completed including:

- If Certified, need transcripts
- Fingerprinting appointment scheduled or a letter of suitability
- Fingerprinting Letter signed
- Watch ALICE training video
- Sign all three policy forms including:
 1. Drug Free Workplace Policy
 2. Sexual Harassment Policy
 3. Computer Network Internet and Email Acceptable Use Policy
- Statement concerning Social Security Form Signed
- Conflict of Interest – Ethics Online Training

- Direct Deposit Form
 1. Consent Form for Electronic Delivery of Payroll Direct Deposit Paystubs

- W-4 Form

- I9 Form Completed – need 2nd form of ID such as copy of birth certificate, passport or license.

- Retirement form –
 1. Great West form completed – Substitute /less than 20 hours
 2. Plymouth County – Copy of birth Certificate – Permanent Para/tutor/+20 hours per week and earning minimum of 5,000
 3. MTRS

Submit all paperwork to: Cheryl Doherty
Abington Public Schools
1071 Washington Street
Abington, MA 02351