



References (Indicate below three people capable of evaluating your work.)

Name	Address	Position	Contact Phone Number/ Email Address

Please attach resume, degree verification or certification, or any other information you wish to provide.

Additional remarks or information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is the policy of the Hingham Public Schools that all programs, activities, courses of study, and employment opportunities are offered without regard to age, race, color, sex, religion, national origin, sexual orientation, gender identity, or disability.

In accordance with the Massachusetts CORI (Criminal Offender Record Information) law, all prospective employees of Hingham Public Schools are required to complete a CORI form. You should also be aware that Massachusetts has a new component of that law which requires fingerprinting for all to whom the CORI law applies. The process for meeting that requirement is not yet in place, but you are advised that you will be required to comply when the protocols are in place. Your signature below indicates your understanding that meeting the fingerprinting requirement is a prerequisite to continued employment.\*

It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant. It is agreed and understood that, if hired, the employee may be on a probationary period during which he/she may be discharged.

I have completed this application to the best of my knowledge, and I believe and attest that the information presented is true and accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* For licensed staff, the fingerprinting fee is \$55 and the responsibility of the employee.  
For support staff, the fingerprinting fee is \$35 and the responsibility of the employee.

**For Administrative Use Only**

Interview Date: \_\_\_\_\_ By: \_\_\_\_\_  Recommended  Not Recommended

Comments (if any): \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**HINGHAM PUBLIC SCHOOLS**  
220 Central Street  
Hingham, Massachusetts 02043-2745  
Telephone: 781-741-1500  
Fax: 781-749-7457



Dorothy H. Galo, Ph.D., Superintendent  
James M. LaBillois, Assistant Superintendent  
Elizabeth J. Kurlan, Director of Student Services  
John W. Ferris, Director of Business & Support Services

Dear Substitute Teacher Applicant:

According to School Committee policy, substitute teachers in the Hingham Public Schools must possess a baccalaureate degree from an accredited institution, or a letter from that institution stating that the applicant has completed all requirements for the baccalaureate and will be awarded the degree at a subsequent date.

Therefore, if you have not already done so with a previous application, please enclose a copy of your degree or a letter stating completion of requirements.

Completion of a new application is required for each subsequent year if you wish to remain on the approved substitute teachers' list.

Thank you for your interest in the Hingham Public Schools.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy Galo".

Dorothy Galo, Ph.D.  
Superintendent

DG/k



# HINGHAM PUBLIC SCHOOLS

220 Central Street • Hingham, Massachusetts 02043

781-741-1500 VOICE • 781-749-7457 FAX

[jlabillois@hinghamschools.org](mailto:jlabillois@hinghamschools.org)

[www.hinghamschools.org](http://www.hinghamschools.org)

**James M. LaBillois, Ed.D.**  
Assistant Superintendent of Schools

July 1, 2017

Dear Substitute Employee:

It is a requirement of law that you read the Hingham Public Schools Harassment and Discrimination Policies annually and indicate in writing having read and understood it. To this end, please review the Harassment and Discrimination Policies on the Hingham Public Schools website ([www.hinghamschools.org](http://www.hinghamschools.org)) under Employment. The direct link is: <http://hinghamschools.com/school-administration/employment/>

Also, included are other Hingham School Committee policies relating to Equal Opportunity Employment, Physical Restraint, Acceptable Use, Title IX and Chapter 622 and Child Abuse/Neglect Policies and Procedures, Bullying/Cyberbullying Policy and Procedures, as well as a copy of the Summary of the Conflict of Interest Law for Municipal Employees.

We ask your cooperation in signing below.

Sincerely,

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Dr. James M. LaBillois  
Assistant Superintendent of Schools

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**I have read the Harassment Policy adopted by the Hingham School Committee. I have also read Hingham School Committee Policies on: Non-discrimination, Equal Opportunity Employment, Physical Restraint, Acceptable Use, Child Abuse/Neglect Policies and Procedures and Bullying/Cyberbullying Policy and Procedures, as well as a copy of the Summary of the Conflict of Interest Law for Municipal Employees.**

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(Print Name)

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(Substitute Employee Signature)

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(Date)



## HINGHAM PUBLIC SCHOOLS

COMMITMENT TO LEARNING · FULFILLMENT OF POTENTIAL · SERVICE TO OTHERS

In order to be paid for your services you will need to complete payroll paperwork at the business office. The School Department administration offices are located on the third floor of Hingham Town Hall (220 Central Street). HPS office hours are 8:00 am - 4:30 pm daily.

Please bring **two** forms of identification such as:

- . Driver's license
- . Birth certificate
- . Social security card

or

- . A valid passport (unexpired) which counts for both

Also you must bring a voided check for direct deposit purposes.

220 Central Street, Hingham, MA 02043 / 781.741.1500 / fax: 781.749.7457

[www.hinghamschools.org](http://www.hinghamschools.org)

## HINGHAM PUBLIC SCHOOLS

220 Central Street  
Hingham, Massachusetts 02043-2745  
Telephone: 781-741-1500  
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Dorothy H. Galo, Ph.D., Superintendent  
James M. LaBillois, Ed.D., Assistant Superintendent  
Elizabeth Kurlan, Director of Student Services  
John W. Ferris, Director of Business & Support Services

DATE: August 9, 2016  
TO: Hingham Public Schools Prospective and Existing Employees  
FROM: Dorothy Galo  
RE: Massachusetts Law: Criminal History Checks for School Employees

Dear Hingham Public Schools Staff and New Employees,

In January 2013, Governor Deval Patrick signed into law the requirement for all public school employees to have a national fingerprint-based criminal background check. Unlike the Massachusetts based CORI, this check will identify criminal activity in all states including Massachusetts. Full implementation has been delayed while the Commonwealth has been developing policies, procedures, regulations and resources to make the system operational.

**You should read through the Massachusetts Executive Office of Public Safety and Security Fingerprinting Registration Guide prior to registering for an appointment.** This guide will walk you through the process and is accessible through the Identigo link below under "Forms and Links." For your convenience the guide can also be found on the Hingham Public Schools website at:

<http://hinghamschools.com/school-administration/business-operations/employment/>

The fingerprint process will require the following steps: 1) register for an appointment to have your fingerprints taken, and 2) go to that location to physically have your fingerprints taken. The actual fingerprinting process should take no more than 15 minutes and is fully digital (no ink is used). The process will be fully completed when HPS has received the results.

To register for the appointment, please visit <http://www.identogo.com/FP/Massachusetts.aspx>. You will register for a date, time, and location. Please select a site that is convenient for you and be sure to obtain a receipt. The Central Office will notify you once your results have been received. Results may take between 1 - 4 weeks. If you haven't heard from the Central Office within a month, please be sure to inquire by contacting Kate Doyle [kdoyle@hinghamschools.org](mailto:kdoyle@hinghamschools.org)

As you register, you will be asked to provide a "Provider ID." Hingham's codes are listed in the table below. Please use the code for the school you work in. If you work across the district or in more than one building, you may simply use just the district code. The form can contain up to ten codes; so you can include other Massachusetts schools or districts where you may work as well (ex. coaching, substitute teaching, etc.) You will need to contact that district to find out their "Provider ID". (See page 8 of the Registration Guide):

Provider IDs	
District	01310000
Hingham High School	01310505
Hingham Middle School	01310410
East Elementary School	01310005
Foster Elementary School	01310010
Plymouth River Elementary School	01310019
South Elementary School	01310020

The fee is \$55.00 for staff who have a DESE license, regardless of the position you hold in the district. The fee is \$35.00 for those who do not have or require a DESE license. You can pay with a credit card while online or pay when you arrive at the fingerprint center. **Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.**

Thank you very much for your cooperation in securing a timely appointment and completing the fingerprinting process. If you have any question, please feel free to contact my administrative assistant, Pam King at 781-741-1500 x2505.

For more information about the national criminal background checks, you may visit the following websites:

Massachusetts Executive Office of Public Safety and Security – [www.mass.gov/eopss](http://www.mass.gov/eopss)  
 Massachusetts Department of Elementary and Secondary Education – [www.doe.mass.edu](http://www.doe.mass.edu)