

Easton Public Schools

Employment Packet Instructions Substitutes | Support Staff

**All original forms must be returned to Central Administration
48 Spooner Street, North Easton, MA**

Application for Substitute/Support Staff

Your current resume will supersede the Easton Public Schools application and you are not required to complete and duplicate the process (a resume is acceptable). Attach your resume to the support staff application and sign and date the application form. If you do not have a current resume please complete the application accordingly. ***Sign and date the application.***

Form I-9

The I-9 includes two forms of government issued identification (see page 3 of the form for acceptable documents). Make sure the current mailing address is correct and up-to-date on your driver's license and **none of the supporting documents have expired**. In the shaded area under *Preparer and/or Translator*, be sure to check the box indicating you did not use a preparer/translator, if applicable. ***Sign and date the application.***

Federal W-4 Withholding Form

Complete all the information on page 1 and utilize the instruction/ worksheet ***Sign and date the application.***

M-4 - MA State Withholding Form

Complete the form from top to bottom and choose any exemptions. ***Sign and date the application.***

Obra Acknowledgement Card

Complete the Obra form beginning at the box that reads ***Participant Information. You must*** name a primary beneficiary (top right of form) and include that person's date of birth and social security number. Please note you can name two beneficiaries (a primary and a contingent) and the same information is required for each person that is named. **Do not write any information in the top left part of the form labeled Plan Information** - that is for Town of Easton use only. ***Sign and date the application.***

Social Security Windfall

Do not sign or complete any information at the top of the form (ie Employee Name, Employee ID) that is for Town use only. The employee retains page 1 (top sheet that reads *Information about Social Security SSA-1945*) for their records. **Sign and date the bottom only of page 2** - attachment that reads *Statement Concerning Your Employment*.

Direct Deposit Application

This form is mandatory for the Town of Easton/Easton Public Schools. Include a voided check, if applicable, and/or your savings/checking account information (routing & account number). **Sign and date the application.**

CORI Acknowledgement

Complete the front of the CORI application form and include a copy of your driver's license. Be sure that you have written the **last six digits** of your social security number where indicated on page #2. **Sign and date the application.**

Fingerprint Information

If you have been fingerprinted for another district, have the former district email or fax a letter of suitability to tdibona@easton.k12.ma.us. If you require a fingerprint for employment, the code for Easton is **00880000** when making an appointment at your nearest IdentoGo facility.

Pregnant Workers Fairness Act - Q&A

These forms are for each new employee/substitute. Your signature is not required. Retain for your records.

Reminder to check that all forms are signed and dated