

NORTHBRIDGE PUBLIC SCHOOLS SUBSTITUTE INFORMATION FORM

Northbridge Public Schools is now using an online system, AESOP for substitute calling and scheduling. Once your CORI and fingerprinting have been completed, you will be added into the AESOP system. You will receive an email from Human Resources with your AESOP log in information. When you log into AESOP you will be able to customize your profile. The system will allow you to set your preferences for certain schools, enter your availability, and change your call times. Please complete this form so that you can be entered into AESOP accurately.

Name: _____

What is the best phone number to reach you? (Please indicate which number you would like used in AESOP by circling AESOP next to the number you would like to use)

Home: _____ AESOP

Cell: _____ AESOP

What is the best email address to reach you? AESOP will utilize this email address to send you notifications and updates regarding job availability.

Email: _____

Which positions would you like to substitute for (check all that apply):

_____ Teacher _____ Instructional Assistant _____ School Nurse

Do you possess as Massachusetts DESE teaching licensure? *If so please indicate below.*

Licensure Number Field (Level)