

School Administrative Unit 18

FRANKLIN SCHOOL DISTRICT
119 Central Street
Franklin, New Hampshire 03235
(603) 934-3108 - FAX (603) 934-3462
www.sau18.org

Daniel LeGallo, Jr.
Superintendent

Jefferson Braman
Business Administrator

Thank you for responding to our need for substitute teachers. Please follow the instructions below for each of the following forms:

Application – Circle substitute (any other area of interest), indicate the grade levels desired, and fill out the form as completely as possible.

Form W-4 – Complete the form according to instructions and your need.

Form I-9 – Complete page one (1) only (through your signature and date). PLEASE NOTE: Look at the document lists on the reverse side and select one document from Column A – **or** one document from Column B **and** one document from Column C. We must see the original of each document. The only exception to this rule is a birth certificate – a certified copy with stamp or seal is acceptable but not a copy. (In the event you need a replacement document, we can temporarily accept proof that you have applied for it.)

Criminal Record Release Authorization Form – Effective August 2, 1997 any person hired by a school district in New Hampshire must undergo a background investigation including a criminal history records check. Inked fingerprints are not accepted only a livescan will be accepted for the background investigation. **The cost of this background investigation is \$47.00 and is the responsibility of the employee. Please do not sign this document as this document needs to be notarized.**

Direct Deposit Form – If you are interested in direct deposit, please fill out the attached form and include a voided check for verification.

Substitute contract and school information – Please fill this form out completely. I have also attached school information you will need once your fingerprints results have been received.

Bring the completed forms and documents to our office so that we can copy the necessary documents for our files and return your originals. Once we receive your fingerprint results we will notify you. At that time you may visit the principals of the schools at which you are interested in subbing.

If you have any questions, please call my secretary, Robyn Keane (603) 934-3108 extension 4414. We look forward to meeting you soon.

Sincerely,

Daniel LeGallo, Jr.
Superintendent of Schools

Enclosures

RECORD OF EDUCATION

Schools Attended (Name & Address)	Course of Study	Last Year Completed (Circle One)	Year of Graduation	Degree or Diploma (Specify)
High:		1 2 3 4		
College(s):		1 2 3 4		
Other (Specify):				

MILITARY SERVICE

Branch of Service	From	To	Type of Discharge

PERSONAL REFERENCES

NAME	ADDRESS (Please provide complete address)	Phone Number

List present and all past employment, beginning with most recent:

1. _____
Company Name Address

Supervisor Dates of Employment (From /To) Salary Weekly

Describe your work: _____

Reason for leaving: _____

2. _____
Company Name Address

Supervisor Dates of Employment (From /To) Salary Weekly

Describe your work: _____

Reason for leaving: _____

3. _____
Company Name Address

Supervisor Dates of Employment (From /To) Salary Weekly

Describe your work: _____

Reason for leaving: _____

NOTE: We will contact the employers listed above to assess your previous work record.

My signature below indicates that the information given on this application is accurate and complete to the best of my knowledge. (Any inaccurate information will be grounds for dismissal)

Signature of Applicant

**EQUAL OPPORTUNITY EMPLOYER
SCHOOL ADMINISTRATIVE UNIT 18**

Franklin School District
119 Central Street
Franklin, New Hampshire 03235
(603) 934-3108 - FAX (603) 934-3462

FALSIFICATION IN OFFICIAL MATTERS

New Hampshire RSA 641:3 Unsworn Falsification. A person is guilty of a misdemeanor if:

- I. they make a written false statement which they do not believe to be true, on or pursuant to a form bearing notification authorized by law to the effect that false statements made therein are punishable; or
- II. with a purpose to deceive public servants in the performance of their official function, the applicant
 - (a) makes any written false statement which they do not believe to be true; or
 - (b) knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or
 - (c) submits or invites reliance on any writing which they know to be lacking in authenticity; or
 - (d) submits or invites reliance on any sample, specimen, map, boundary mark, or other object which they know to be false.

III. I _____ acknowledge that I have read the
(applicant's signature)
above information on falsification of official matters and hereby represent and warrant that all information submitted in the application for employment, and accompanying documents, is complete and correct to the best of my knowledge.

Date

Approved: August 6, 1992

**EQUAL OPPORTUNITY EMPLOYER
SCHOOL ADMINISTRATIVE UNIT 18**

SCHOOL ADMINISTRATIVE UNIT 18

**Franklin School District
119 Central Street
Franklin, New Hampshire 03235
(603) 934-3108 – FAX (603) 934-3462**

AUTHORIZATION TO RELEASE INFORMATION

I authorize School Administrative Unit 18, its administrators or designees, to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency or government agency to give School Administrative Unit 18, its administrators or designees, any information they may have regarding me. In consideration of the review of this application, I release providers of information from any liability as a result of furnishing and receiving this information.

A copy of this release shall in all respects serve as an original.

Social Security Number

Applicant's Signature

Date

**EQUAL OPPORTUNITY EMPLOYER
SCHOOL ADMINISTRATIVE UNIT 18**

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2018	
1 Your first name and middle initial _____		Last name _____		2 Your social security number _____	
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5 _____	
6 Additional amount, if any, you want withheld from each paycheck				6 \$ _____	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here <input type="checkbox"/>					

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶	
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment	10 Employer identification number (EIN)

Date:

FRANKLIN SCHOOL DISTRICT

SAU #18
119 Central Street
Franklin, NH 03235

For Educational Employment **Livescan** Background Check

Name: _____ Telephone: _____

Your appointment has been scheduled for (Date) _____ at (Time) _____

The Fee is: **\$47.00** (Employee) **\$20.75** (Volunteer)

Please be sure to bring:

1. Photo Identification
2. Completed Criminal Record Release Authorization Form from the **SAU 18** Office (notarized)

Please bring back to the SAU 18 Office after fingerprinting:

1. Completed Criminal Record Release Authorization Form
2. Completed Applicant/Licensing LiveScan Fingerprinting Form
3. Check made out to: State of New Hampshire – Criminal Records

Directions

State Department of Safety Building
33 Hazen Drive
Concord, NH 03301
(603) 223-3867

1st Floor, Room 106

From the South: Take I-93 to Concord NH.

Take exit 14 and at the bottom of the ramp turn right on Loudon Road.

Go up the hill and at the second set of lights take a left on Hazen Drive.

Follow the signs to the Department of Safety building.

This is the last large building on the left. State Police headquarters is in this building.

From the North: Take I-93 to Concord NH.

Take exit 15E on Rt. 393. Take exit 2.

Turn left at the end of the ramp onto Eastside Drive, then turn right onto Hazen Drive.

Follow the signs to the Department of Safety Building.

From the East: Take Rt. 393 E to Exit 2.

Turn left at the end of the ramp onto Eastside Drive, then turn right onto Hazen Drive.

Follow the signs to the Department of Safety Building.

FRANKLIN SCHOOL DISTRICT

School Administrative Unit #18

119 Central Street
Franklin, NH 03235

Phone (603) 934-3108 Fax (603) 934-3462

ORIGINAL

CHANGE

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I authorize my Employer to automatically deposit any funds owed to me to my account(s) at the Depository Financial Institution(s) named below.

I understand that this agreement may be terminated by me or by my Employer at any time by written notification. Any such termination or change requires a reasonable time to act upon it.

I authorize my Employer to debit my account only for the purpose of correcting an erroneous credit previously deposited to my account provided that, prior to the debit, my **Employer** has notified me in writing of the reason for the debit.

REQUEST FOR DIRECT DEPOSIT

(to be completed in ink)

(1) Account at: _____ Net Pay or Balance of Check
Financial Institution

Routing Number: _____ Account Number: _____ Type _____
Savings/Checking

(2) Account at: _____ Amount \$ _____
Financial Institution

Routing Number _____ Account Number _____ Type _____
Savings/Checking

If you are choosing two financial institutions, you may designate a set dollar amount to only one. The balance will automatically go to the **primary account**.

Employee Name: _____
Please print

I have read and understand this form: _____
Signature Date

Your Direct Deposit advice slip can be distributed by e-mail to your district e-mail address or your personal e-mail address. Please select the e-mail address you wish to use:

E-MAIL ADDRESS: _____

Voided check(s) must be attached before your first transmission can be made. FAILURE to attach voided check(s) will delay the start of your first transmission.

For Office Use Only

Processed by: _____ Date _____

Direct Deposit will begin on _____

It is recommended that you contact your financial institution regarding the time of availability of your deposit

SCHOOL ADMINISTRATIVE UNIT 18
School Information

Susan Blair, Principal
Hours: 8:30 – 3:15

Paul Smith School (Gr. K-3)
14 Daniel Webster Drive
934-4144

Kenneth Darsney, Principal
Jay Trafton, Asst. Prin.
Hours: 7:40 – 2:35

Franklin Middle School (Gr. 4-8)
200 Sanborn Street
934-5828

Carrie Charette, Principal
Michael Zmuda, Asst. Prin.
Hours: 7:40 – 2:35

Franklin High School (Gr. 9-12)
119 Central Street
934-5441