



Menasha Joint School District

RE: Substitute Teacher or Bachelor's Degree Applicants

Thank you for your interest in substituting in the Menasha Joint School District. Please fill out the enclosed application blank, employment eligibility verification, W-4, Wisconsin withholding, areas of interest, direct deposit and police permission form. Direct deposit is mandatory in the Menasha School District.

A current TB test is also now required by the Menasha Joint School District.

Two forms of identification, such as a driver's license, social security card or passport will be necessary to complete the verification form when you come in. A resume and copy of your teaching license or application for license is also required.

Return the completed forms in person to Maplewood Middle School – 1600 Midway Road, Menasha.

If you have any further questions, email to kolasinskiw@mjsd.k12.wi.us or call 920-967-1613.

Thank you for your interest in the Menasha School District

Sincerely,

Wendy Kolasinski
Menasha Schools Substitute Coordinator