

## SUBSTITUTE PROCESS

1. Fill out Employment Application.
2. Give us three (3) reference letters.
3. Mantoux Test (TB) Verification (your cost).
4. **After we have these items**, you will be called in for a brief interview.
5. **After a favorable interview**, your name will go before the Board for approval.
6. **After you are Board approved, please come to the Administration Building and pick up the following:**
  1. Criminal History Paperwork
  2. Substitute Packet which includes a.) Affordable Care Act, b.) Policy & Reg. # 2361, c.) Policy & Reg. # 5512 which you will sign-off on receiving
  3. Payroll Paperwork – 2 forms of I.D. will need to be copied (ie. driver's license and social security card)
  4. Have your picture taken for your I.D. Badge