



## SCPS Substitute Teaching Application Checklist



*This checklist is provided for you to keep track of all items needed in order to have a complete substitute application. Please use this checklist to keep track of the items you have submitted.*

On-line Employment Application

### **\*\*Job Offer Tasks\*\***

Copy of valid, state issued Driver's License

Copy of signed Social Security Card

Fingerprinted with payment (If already printed, Professional Standards will verify and transferred to sub)

Drug Tested with payment

Accept Job Offer

### **\*\*Onboarding Packet Tasks\*\***

Welcome Packet Videos

Sub Training Videos

Home/Mailing Address

Personal Phone

Email Addresses

Oath of Loyalty

SCPS Health Certificate Form, (Requires Physician's signature)

Reporting Child Abuse and Neglect Certificate

W-4

New Health Insurance Marketplace

I-9 (Employment Eligibility Verification Form)

Document Upload (If additional documents are needed for I-9 verification)

- Florida Retirement System (FRS) – Certification Form
- Direct Deposit
- Proof of Education (HS Diploma or Official College Transcripts)
- \$25 Sub Teaching Certificate Receipt
- 2 SCPS Reference Forms from past/current employers (1 must be from most current/recent employer)
- SSA-1945 (Social Security Statement) Form
- Bencor Form
- Review and Complete