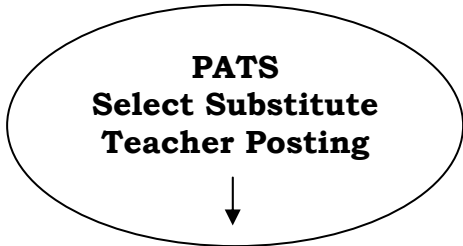


SUBSTITUTE APPLICANT PROCESS

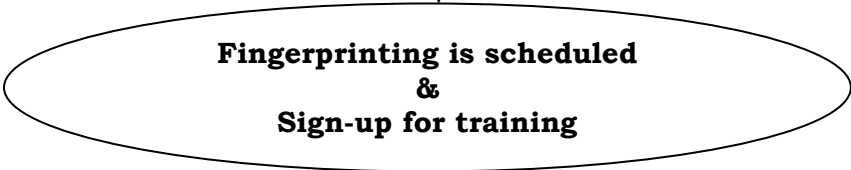
August 2010

SECTIONS OF APPLICATION TO COMPLETE

- Substitute Teacher Agreement
- Applicant Agreement, Employment History
- Demographic Education & Training, Security
- Teaching Experience
- Transcripts/High School Diploma
- 2 References
-



E-mail to substitute applicant to give fingerprinting information and next steps (principal interview, forms & training)



- FORMS FOR TRAINING**

 - *W4
 - *I9
 - *Oath of Loyalty
 - *SSN Collection Form
 - *Ethnicity Form
 - *Substitute Teacher Acknowledgement
 - *Florida Retirement System

Training & Picture taken for Name Badge

Substitute with minimum of one year teaching in St. Johns County School District (Gets name badge at training)

No Experience

Job Shadowing



Enter into PATS Pre-Employment

- SunGard
- SmartFindExpress
- Board Packet

- *Removed as an active sub if... sub asked to be placed on the "Do Not Call" List by three schools at two different levels (elementary/secondary) or by five schools at any level.
 - *Removed as an active sub if...sub does not substitute teach twice the 1st Semester & 8 before end of school year.
 - *Removed if phone is disconnected for a period of 1 months.