

APPLICATION PROCESS: SUBSTITUTE TEACHER

WHAT	WHO	DONE
Online Application Completed	Applicant	
Principal or Human Resources Contacted to Schedule an Interview	Applicant	
Interview	Applicant/Administrator	
Written Recommendation Submitted to Human Resources	Administrator	
<i>If Approved, Appointment to Complete Paperwork Scheduled</i>	Human Resources	
Application Paperwork Completed <i>Items to Bring: License Social Security Card/Passport Blank Voided Check</i>	Applicant/Human Resources	
Fingerprinting Completed	Applicant	
Applicant Added to Sub System	Human Resources	

Substitute teacher applicants are required to have a bachelor's degree, be fingerprinted, and be eligible to work in the United States. Pittsford Schools only accepts applications for teaching, administrative and paraprofessional positions through our on-line system. Paper copies will not be considered. Electronic copies of references, transcripts and certifications can be uploaded to the on-line system.

Be sure to include:

*Resume
One Letter of Reference
College Transcripts*

TEACHER SUBSTITUTE PACKET

FORM	DESTINATION	DONE
Online Application	Human Resources	
Resume	Human Resources	
Transcripts	Human Resources	
One Letter of Recommendation	Human Resources	
Eligibility Verification I-9	Human Resources	
Retirement Advisory Form <ul style="list-style-type: none"> ○ Already a Member, Membership Number: ○ I wish to join the NYSTRS ○ I do not wish to join NYSTRS at this time 	Human Resources	
Fingerprinting <ul style="list-style-type: none"> ○ OSPRA Completed ○ Receipt Submitted for Reimbursement <i>(after working five days)</i> ○ Fingerprinting Cleared <p style="text-align: center;"><i>YES NO</i></p>	Human Resources Payroll Human Resources	
403(b) Enrollment Form	Payroll	
Health Insurance Enrollment/Waiver Form	Payroll	
Direct Deposit Authorization Agreement	Payroll	
Entry into WINCAP and eSchool Substitute System	Human Resources/Payroll	

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