

# APPLICATION PROCESS: SUBSTITUTE PARA/NURSE

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 paraprofessional applicants are required to have two years of college education, 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*

*Three Letters of Reference*

*College Transcripts*

**PARAPROFESSIONAL/NURSE SUBSTITUTE PACKET**

FORM	DESTINATION	DONE
Online Application	Human Resources	
Resume	Human Resources	
Transcripts	Human Resources	
Civil Service Application	Human Resources	
Eligibility Verification I-9	Human Resources	
<b>Retirement Advisory Form</b> <ul style="list-style-type: none"> <li>○ Already a Member, Membership Number:</li> <li>○ I wish to join the NYSERS</li> <li>○ I do not wish to join NYSERS at this time</li> </ul>	Human Resources	
<b>Fingerprinting</b> <ul style="list-style-type: none"> <li>○ OSPRA Completed</li> <li>○ Receipt Submitted for Reimbursement <i>(after working five days)</i></li> <li>○ Fingerprinting Cleared</li> </ul> <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	

NOTES