

SUBSTITUTE LIST

PROCEDURES FOR PLACEMENT -CLASSIFIED

Individuals interested in substituting in the District must have a high school diploma or the equivalent. Skills and/or experience in the areas in which you wish to substitute is desirable but not required. Fingerprint clearance is required prior to working in the District.

The following must be on file with the District:

1. Completed application form obtained from the Personnel Department, 12623 Avenue 416, Orosi, CA 93647, (559) 528-4763.
2. Fingerprint clearance verification.
3. Personal Information Form.
4. Proof of U.S. Citizenship or right to work in the United States. (Federal I-9 Form).
5. Oath of Office Form.
6. Withholding Exemption Certificate (W-4 Form) for Federal Income Tax.
7. State Withholding Form.
8. STRS or PERS Election, Exclusion or Acknowledgement Form.
9. Internet Use Agreement Form.
10. A TB certificate of clearance from the health department or a private physician.
11. Completed induction packet acknowledgement forms.

Please advise the Personnel Department if there is an extended period when you are unavailable to substitute in the District.