NOTICE TO SUBSTITUTE APPLICANTS

Thank you for your interest in substitute employment in the Albemarle County Public Schools. In order to place you on the approved substitute list, the following requirements must be met and returned to Human Resources as an entire packet:

- **Substitute Application:** You must have an up-to-date online substitute application on file with Albemarle County
- **Tuberculin Screening:** You must provide a negative tuberculin test or screening dated within the past 12 months of your start date in order to start working
- **Temporary Substitute Employee Data Sheet**
- **VA-4 Tax Form**
- **W-4 Tax Form**
- **Voided Check** or something from the bank for direct deposit
- **Criminal Background Check (Fingerprinting)**
- **Employment Eligibility Verification:** Please come to HR prepared with one form of identification from List A OR one form from List B AND List C. The list of acceptable documents is attached to the I-9 form.
- **Child Abuse Central Registry Check:** HR will provide a notary to witness your signature.
- **Child Abuse State Search Acknowledgement**
- **Orientation Acknowledgement Form:** A short (approx. 10 min) presentation can be viewed on the HR computers during business hours.

Optional information:
- **Copy of Teaching License and/or official college transcripts.** Required for long-term substituting.
- **Professional License.** Some positions such as School Nurse, will require proof of certification/licensure in a specialty area.

Applicants are required to pay a $26.00 fee to cover the cost of the Fingerprint/Criminal History Check and the Child Protective Services Central Registry Search.

Please fill out all forms to the extent possible before coming to HR. Fingerprints will be taken last (with proof of payment) once all items have been satisfactorily completed. You may not work in any school or department until authorized by HR. Completed packets must be submitted in person.

If any of your contact information changes during the time you are on the substitute list (i.e., name, telephone number, address, etc.) please contact the Human Resources Department at 434-296-5827.

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