

SUBSTITUTE TEACHER APPLICATION PROCESS

A CHECK LIST OF ITEMS YOU WILL NEED COMPLETED AND RETURNED BEFORE YOU ARE A SUBSTITUTE:

- _____ Start an expanded background check by going to www.ph.k12.in.us – employment and then chose the top line **In order to complete a background check, please click and login to this site.** You will need a **computer, an email address and credit/debit card to complete this process.** You will also receive two emails from kidstrax to complete the DCS portion of the background check. Please complete both portions of the check. This will take approximately 14 days to complete.
- _____ Prairie Heights Community Schools Classified Staff Application. (www.ph.k12.in.us)
- _____ Copy of Indiana Teaching License in good standing. If you **do not** have a teaching license, the application for an Indiana Substitute Teaching Permit is online at <https://license.doe.in.gov>. The state requires the applicant to use a credit card for the application fee.
- _____ Employment Eligibility Verification (Form I-9) (**see backside of the form for acceptable ID documents**)
- _____ Employee’s Withholding Allowance Certificate (Form W-4)
- _____ State of Indiana Employee’s Withholding Exemption and County Status Certificate (Form WH-4)
- _____ Direct Deposit Form – all substitutes will be paid by direct deposit.

You will be placed on our sub list only after you have returned all completed forms.

For further information or questions contact Barb Howe (260) 351-3214 extension 5260.