



## Substitute Application Checklist

Below is a list of items you will need to bring with you to your appointment at Central Office:

- Completed DCF Background Check form** (with signatures from all adult members of your household)
- Federal W-4** completed and signed
- CT W-4** completed and signed
- I-9 Form** - Front page completed
- 2 forms of Identification** as specified by the I-9 (Such as: Passport, Driver's License, Social Security Card, Birth Certificate, etc.)
- Direct Deposit Form** completed and signed (required)
- Voided check** or printed document from your bank that lists your account and routing number (required).
- Driver's License**
- Proof of Bachelor's Degree** (if applying for a substitute teacher position)
- Privacy Requirements** completed and signed
- Educational Employment Verification Form** (please follow the instructions below)  
*An Educational Employment Verification Form completed by **each** of your former educational employers is required by CT State Law.*
  - 1) Please complete a state Educational Employment Verification form for **each of your former employers where you worked with children.**
  - 2) **Send an Educational Employment Verification form to each of your former employers** and notate the date it was sent on your Educational Employment Information Sheet (see the next item below).
  - 3) Retain a copy of all forms for submission to RSD 13 so that we may follow up with employers we do not receive a response from within the required period.
- Educational Employment Information Sheet** (completed and signed). If a previous employer is no longer operating, please list them and indicate as such.
- Fingerprint Card** from the State Police
- Bank check, certified check or money order** payable to "Treasurer, State of CT" for \$13.25 (State fee to process the fingerprints).
- Substitute Handbook Form** (completed and signed)