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)