



REGIONAL SCHOOL DISTRICT 13

Substitute Application Checklist

Below is the list of items you are required to bring with you to your appointment at Central Office:

- Completed DCF Background Check form** completed and signed
- Federal W-4** completed and signed
- CT W-4** completed and signed
- I-9 Form** - front page completed and signed
- 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).
- 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.
- EEV Background Check Form** completed and signed. If a previous employer is no longer operating, please list them and indicate as such.
- FBI Privacy Rights (VECHS Approval Letter)** from the State Police, completed and signed
- COVID Training Acknowledgement Form:** complete the online Google form, acknowledging that you have watched all of the COVID training videos. The link to the form can be found in the COVID Training for Substitutes document.
- COVID-19 Self-Verify Form** completed and signed
- Substitute Handbook Form** completed and signed