

Substitute Paraeducator/Secretary Forms Check List

This is a check list of employment forms you need complete and bring with you to your appointment for pre-employment for fingerprinting and drug testing.

- _____ Statement Concerning Your Employment in a Job
- _____ Acknowledgement Statement (for reading the Substitute Teacher Handbook)
- _____ Form I-9 Employment Eligibility Verification
- _____ Three copies of your signed Social Security Card and Legal ID (Drivers Licenses, Passport etc.)
- _____ FRS- New Employee Certification Form
- _____ Notarized Oath of Loyalty
- _____ SEMS Para-Secretary Profile
- _____ SEMS School List
- _____ Temporary Employment Agreement
- _____ Two Reference Form (may be mailed by your References to the address on the form)
- _____ Race Ethnicity Report SY 2010 form
- _____ \$90.00 Money Order/ Cashier's Check Payable to School Board of Polk County or On Line Credit Card Fee Confirmation

When the Substitute Office receives all the completed forms, you will receive a confirmation email for Orientation.