

# Substitute Teacher 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. You can print the forms from the Substitute Teacher Website.

- \_\_\_\_\_ 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 Social Security Card and Legal ID (Drivers Licenses, Passport etc.)
- \_\_\_\_\_ FRS- New Employee Certification Form
- \_\_\_\_\_ Notarized Oath of Loyalty
- \_\_\_\_\_ SEMS Classification/Profile
- \_\_\_\_\_ SEMS School List
- \_\_\_\_\_ Two Reference Form (must be mailed by your References to the address on the form)
- \_\_\_\_\_ Temporary Employment Agreement
- \_\_\_\_\_ Race Ethnicity Reporting Form
- \_\_\_\_\_ \$100.00 Money Order Payable to Polk County School Board or Online Fee Confirmation

- *The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*
- *To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513.*
- *If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-0781.*
- *If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.*