

Substitute Reinstatement 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 Classification Profile
- _____ SEMS School List
- _____ Request for Reinstatement Form
- _____ Temporary Employment Agreement
- _____ Race Ethnicity Report SY 2010 form
- _____ \$100.00 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 an email to access the Sub-Hub training program if you do not hold a valid Florida Professional Certificate.