



115 WEST SOUTH STREET · CENTERVILLE, IN 47330

765.855.3475 (PHONE) · 765.855.2524 (FAX)

**CENTERVILLE.K12.IN.US**

Dear Applicant:

In order to be placed on our Substitute Teacher List for Centerville-Abington School Corporation (this includes high school, junior high school, Centerville-Abington and Rose Hamilton Elementaries), the following paperwork must be on file in this office.

- a. Completed Application for Employment (<http://www.applitrack.com/wayne/onlineapp>)
- b. Completed Expanded Background Check or show this is in process or one completed at another school (see below)
- c. Completed Tax Papers for State and Federal
- d. Completed Direct Deposit form with a voided check or copy of a check
- e. Teaching License or Substitute Permit
- f. Internet Agreement Form
- g. Completed I-9 Form with items that need to be copied to comply with federal laws

After the above are completed and in the office, I will send a copy of your application to either Mr. Sean Stevenson (principal of JH) or Mr. Sam Pritchard (principal of RH), this depends on what grade levels you are interested in subbing. They will explain what is expected of you when you are subbing in the classroom. I will also submit your application to our school board for approval of your employment. You do not go to the meeting.

The state requires us to make sure a complete background check is on file for employees that could be with students on a one to one basis. If you have had a complete background check done recently, we can see if it will meet our requirements. You will receive a link to do a background check that is required for all employees. The link will be sent by Stacie Schlotterbeck, after she obtains your email. This is sent in conjunction with the site we use, Safe Hiring Solutions. Then you will also receive two emails from Kidtracks, for a Dept. of Child Services check.

In order to obtain your Substitute Teaching Permit, please log on to: <http://www.doe.in.gov/educatorlicensing> to access the Licensing Verification and Information System (LVIS). You will need to click on "Create a Profile" and follow the instructions before you can log in and apply for your permit. There is an application fee which can be paid by debit or credit card. Please view the webinars at the above link for more information on how to use LVIS. Once you have applied for the permit, I will have to log into LVIS and approve your substitute application for the permit. You might want to call me to let me know you have applied and I will log in and approve it. When the permit is approved, you should receive an email and will be able to print the permit. Please bring a copy of this permit with you to the administration building as **I do not have access to print the permit.**

There is also a new federal mandated law that after you are hired we have to do an E-Verify check online to verify you are legal to work in the United States. This is mandatory for all employers.

**Make sure all information is correct and completed before turning it in to the office.**

If you have any questions call me at [765-855-3475](tel:765-855-3475) or email me at [sschlotterbeck@centerville.k12.in.us](mailto:sschlotterbeck@centerville.k12.in.us)

Stacie Schlotterbeck  
Administrative Assistant