

Geneva CUSD 304

Certified Substitute Checklist for New Employment Paperwork

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Employee Name:	
Position:	Substitute Teacher
Building:	All
Date:	
APPT TIME:	

To locate the below forms:

- Visit our Geneva 304 School District website
- Click on Human Resources
- Click on New Employee Paperwork
- Click on Substitutes – Certified

****office use only****

Preferences:

	Completed on-line application
	Direct deposit authorization - Complete form and attach a blank, voided check or a letter from your banking institute
	Employment Eligibility Verification/I-9 Form – Complete Section 1 and note on page 3 the list of acceptable documents that need to be presented and copied
	Illinois W-4 form
	Federal W-4 form
	Physical Exam / TB test form
	Emergency Contact Information
	Pension checklist
	Faith’s Law Employee Form
	DCFS On-line Tutorial / Certificate of Completion
	Mandated Reporter Acknowledgement Form (CANTS 22)
	School Board Policies Acknowledgement Form
	\$40 fee for fingerprinting (payable online or in person at ROE)
	ROE fingerprint form (signed) Appt date: _____
	Ethnicity Form
	Paraprofessional License or Teaching License printed out from the Illinois State Board of Education (ISBE) website

*****Office use only*****

	AESOP / Frontline
	Skyward