

Certified Substitutes Checklist for New Employment Paperwork

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|---------------|--------------------|
| Employee Name | |
| Position | Substitute Teacher |
| Building | All |
| Date | |

To locate the below forms:

- Scroll down to the bottom of the Geneva School District website
- Click on Human Resources
- Click on New Employee Paperwork
- Click on Substitutes - Certified

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| | Completed on-line application |
| | Direct deposit authorization - Complete form and attach a blank, voided check |
| | Employment Eligibility Verification/I-9 Form - Complete Section 1 and note on page 3 the list of acceptable documents that need to be copied |
| | Illinois W-4 form |
| | Federal W-4 form |
| | Physical Exam/TB form |
| | Emergency Contact Information |
| | Social Security Statement |
| | Pension checklist |
| | DCFS On-line Tutorial/Certificate of Completion |
| | Mandated Reporter Acknowledgement Form (CANTS 22) |
| | School Board Policies Acknowledgement Form |
| | \$40 check for fingerprinting fee |
| | ROE fingerprint form sent Date sent: |
| | Ethnicity Form |
| | Paraprofessional License or Teaching License printed out from the Illinois State Board of Education (ISBE) website |
| | *****Office use only***** |
| | Aesop |
| | Skyward |