

Bermudian Springs School District is pleased to announce that we will be contracting our substitute management and recruiting responsibilities to Substitute Teacher Service, Inc. (STS). STS handles many of the school districts in the surrounding counties. This change will take effect beginning with the 2015-2016 school year.

In order to register with STS, you must complete your application using their online registration system. General information, supporting documents and references are part of the requirements needed in order to complete the process. Here is a list of all the documents and things you will need in order to complete your registration:

- *Act 34 PA Police Clearance – less than 1 year old*
- *Act 114 FBI Fingerprint Clearance – less than 1 year old*
- *Act 151 PA Child Abuse Clearance – less than 1 year old*
- *Pennsylvania Teaching Certificate*
- *TB/Tine test - less than 2 years old*
- *Resume and 3 professional references*
- *A valid, working email address*

Once you complete the above registration step and your application is deemed complete by the STS HR department, you will receive 2 emails containing the required federal and payroll documents, and Act 168 previous employer verification forms that will require additional documentation. For these you will need:

- *A voided personal check or banking information for direct deposit*
- *2 forms of identification, one must be picture for federal form I-9*
- *Contact Information for all previous employers where you had direct contact with children.*

When the STS representative meets with you, you will be required to produce all originals of the aforementioned documents (clearances, teaching certificate, tb test, identification and Act 168 forms). You will also be required to complete the PA Act 24 Arrest and Conviction form. STS will also take a photo of you for an ID badge which you must wear at all times while working in our buildings.

As a reminder, you will need to bring all of the following original documents with you when you meet with the STS representative.

- *Act 34 PA Police Clearance*
- *Act 114 FBI Fingerprint Clearance*
- *Act 151 PA Child Abuse Clearance*
- *TB/Tine test*
- *2 forms of identification, one must be picture for federal form I-9*
- *Completed Act 168 previous employer forms*

For detailed information, access to the required forms, and starting the registration process, visit the STS website, [www.thesubservice.com](http://www.thesubservice.com) and click on the “Tell me more ...” button.

You will need to contact STS to arrange for an interview at one of their offices. The number is 800-884-7827.

If you are already employed as a substitute with STS, contact the STS Office at 800-884-7827 and ask to add Bermudian Springs School District to your district list. You will need a new FBI clearance that is less than one year old and possibly fill out Act 168 previous employer forms. You need not attend the orientation sessions!

Thank you for your service as we look forward to working with you.

Sincerely,

Dr. Shane D. Hotchkiss, Ed. D.  
Superintendent