

**DUPREE SCHOOL DISTRICT 64-2
SUBSTITUTE APPLICATION AND PROCEDURES**

Name of Applicant	Social Security #	Date
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Address	City	Telephone
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Please place a check by the areas in which you are interested in substituting:

_____ Elementary	_____ High School
_____ Kitchen	_____ Janitorial

Please check one of the following: _____ **Certified** _____ **Non-Certified**

THE FOLLOWING MUST BE SUBMITTED TO THE DUPREE SCHOOL BUSINESS OFFICE BEFORE YOU CAN BE ADDED TO THE SUBSTITUTE LIST:

1. **Proof of High School Graduation.**
 2. **Completed Employment Eligibility Verification Form.**
 3. **Driver's License.**
 4. **Original Social Security Card.**
 5. **Completed W-4 Form & I-9 Form.**
 6. **Criminal Background Check.**
- A birth certificate may be used in lieu of either the driver's license or Social Security card if you do not have one of these available.

NON - CERTIFIED & CERTIFIED SUBSTITUTES TEACHERS are paid \$125.00 per day.

SUBSTITUTE KITCHEN & JANITORIAL HELP - \$16.50 per hour.

Payment for substitutes shall be vouchered through the Business Manager. All vouchers must be submitted to the Business Office by the 20th day of each month. Vouchers must include:

1. **Date (s) person substituted.**
2. **Name of employee substituted for.**
3. **Signature/Initials of Area Supervisor.**