

## Washington Community Schools Guideline to Apply for Substitute Teaching

1. Complete the attached forms. These forms include:
  - i. Application for Substitute Teaching
  - ii. W-4- Employee Withholding Allowance Certificate
  - iii. Direct Deposit Agreement Form
  - iv. I9 form (Please bring either a Passport or Driver's License AND Social Security Card)
  
2. It is an Indiana requirement for all new employees to complete a Background Check. There are two steps to the Background Check process.
  - a. Go to the Washington Community Schools website. Select Careers, then click the link to the Indiana School Background Checks. Complete the steps of the online background check. Please note that you will incur a cost for the background check. It must be paid online via credit card. The background check report will be sent to WCS.
  - b. Once the FIRST part of your background check is processed, you will receive an email from KidTraks to submit the Child Protection check. Using the link and password from the email(s) you will log-on to the site, scroll down to the bottom and submit the second part of the background check.
  
3. If you hold a current Indiana Teaching License or a current Indiana Substitute Teaching Certificate, you may skip this step. If not, please follow the steps below.

Access the IDOE Licensing (LVIS) website, <https://license.doe.in.gov>.

  - a. Create Profile and wait for email confirmation.
  - b. Verify email when you are sent an email from LVIS.
  - c. Complete application. When asked for employer, select Washington Community Schools-1405.
  - d. Pay Pending Application. (\$15.00 for license and \$1.32 processing fee- total \$16.32 to be paid by credit card.)
  - e. Once your license has been processed, you must print a copy and bring it to the Superintendent's Office.
  
4. Your substitute application will not be complete until the following items are received at the Superintendent's Office: Substitute Application, W-4, Direct Deposit agreement, I9 form with documentation, completed background check (both parts) and a copy your Substitute Teaching License.
  
5. Once your sub application is approved you will receive a Welcome email to create an account in our Absence Management system, Frontline. After logging in to Frontline, you will be able to search for and accept available substitute jobs.



## Washington Community Schools

301 East South Street  
Washington, IN 47501  
(812) 254-5536  
washingtoncommunityschools.org

### APPLICATION FOR SUBSTITUTE TEACHING

#### PERSONAL INFORMATION

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
First Middle Initial Last

Address \_\_\_\_\_  
Number Street City State Zip Code

Email Address \_\_\_\_\_

#### EDUCATIONAL BACKGROUND

High School \_\_\_\_\_  
Name of School School Address Year of Graduation

Vocational / Training School \_\_\_\_\_  
Name of School School Address Year of Graduation/  
# of Hours Completed

College \_\_\_\_\_  
Name of School School Address Year of Graduation/  
# of Hours Completed

#### EMPLOYMENT HISTORY

Please list last three employers, last or present employer first

\_\_\_\_\_  
Company Name Address Supervisor Dates of Employment

\_\_\_\_\_  
Company Name Address Supervisor Dates of Employment

\_\_\_\_\_  
Company Name Address Supervisor Dates of Employment

List any previous experiences in instruction and/or supervising children.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please circle the grade level in which you wish to substitute. PreK – 6 7-12 PreK-12

## REFERENCES

Please list 3 and include personal and professional

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Name	Address	Phone Number	Relationship
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Name	Address	Phone Number	Relationship
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Name	Address	Phone Number	Relationship
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Is there any other information about you or your ability that should be considered as this application if evaluated?

## OTHER QUESTIONS

Please circle your answer

Are you presently being investigated or under a procedure to consider your discharge for misconduct? YES NO

Have you ever been formally reprimanded, disciplined, discharged, or asked to resign from a prior position? YES NO

Have you ever resigned from a prior position while under investigation for sexual misconduct with another person, mishandling of funds, or criminal conduct? YES NO

Have you ever been investigated for physical or sexual abuse of another person? YES NO

Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving physical or sexual Abuse of any person or any other crime of moral turpitude? YES NO

Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest," or has any Court ever deferred further proceedings without entering into a finding of guilty, or placed you on probation for a crime? YES NO

If you answer yes to any of the previous six questions, please explain on a separate paper including: the date(s) of incident, charge, any court action taken, the offense in question, and the address of any court involved.

I verify that the above information is accurate to the best of my knowledge. I also hereby agree to have my references and employment date verified.  
WASHINGTON COMMUNITY SCHOOLS, INC. IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR HANDICAP.

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Signature of Applicant

Date of Application

Anti-Harassment Compliance Officer/Title IX Coordinator contact information:

Steve Peterson, Assistant Superintendent

[speterson@wcs.k12.in.us](mailto:speterson@wcs.k12.in.us)

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301 E. South St.

Washington, IN 47501

(812) 254-5536



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washingtoncommunitieschools.org

### Background Check Instructions

It is an Indiana requirement for all new employees/coaches to complete a Background Check. There are two steps to the Background Check process. Both steps must be completed before the applicant can begin working for Washington Community Schools.

#### STEP 1

Go to the Washington Community Schools website- [www.washingtoncommunitieschools.org](http://www.washingtoncommunitieschools.org). Select Careers, then click the link to the Indiana School Background Checks. Complete the steps of the online background check. The background check report will be sent to WCS.

#### STEP 2

Once the FIRST part of your background check is processed, you will receive an email from KidTraks to submit the Indiana Child Protection check. Using the link and password from the email(s) you will log-on to the site, scroll down to the bottom and submit the second part of the background check.

If you have questions or issues with your background check, call Amanda Hagen at 812-254-5536.

## Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

**Give Form W-4 to your employer.**

Your withholding is subject to review by the IRS.

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**Step 2:**  
**Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . .

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 . . . . . \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .	<b>3</b>	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	_____ <b>Employee's signature</b> (This form is not valid unless you sign it.)		_____ <b>Date</b>

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
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# Washington Community Schools

## Direct Deposit Agreement Form

### Authorization Agreement

I hereby authorize **Washington Community Schools** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Washington Community Schools** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Washington Community Schools** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Washington Community Schools** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to Corporation Treasurer.

### Account Information

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

**\*Your entire payroll amount will be deposited into the account listed above unless you specify below that you want a certain amount to go into a different account. Skip to the Signature section if you want all of you pay deposited in the above account.**

Name of Additional Financial Institution: \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

Amount per pay to be deposited into second account \$ \_\_\_\_\_

### Signature

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a voided check and return this form to the Superintendent's Office



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

**STOP** Employer Completes Next Page **STOP**

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**





# Absence Management

## SIGNING IN

To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

## SEARCHING FOR AVAILABLE JOBS

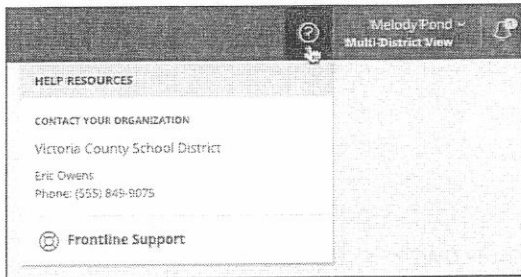
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

April 2018							May 2018							June 2018						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob							
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input checked="" type="button" value="Accept"/>			



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

