

# **BACKGROUND CLEARANCE IS REQUIRED FOR ANY SUBSTITUTE POSITION. The background screening must be completed before moving to the next step.**

**If you are applying as a substitute teacher please follow these instructions:**

After you have been fingerprinted, you will need to go to the Anniston City Board of Education to fill out a Substitute License application. Please bring proof that the fingerprinting process has been completed. This can be proof of payment or an email confirmation.

You must also bring your driver's license, social security card and high school diploma or GED to the Board of Education office. Payment for your substitute license can be made with a **\$38.00 money order or cashier's check made payable to the Alabama State Department of Education** or you may pay online at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education). A \$4.00 online transaction fee will be applied. If you pay online, please bring proof of payment. **Personal checks or cash will not be accepted.**

It typically takes 30-60 days for the Substitute License to be issued. Once it is issued, we will call you to complete the payroll paperwork. You will need to bring direct deposit bank account verification.

**If you are applying for a support substitute position (lunchroom, bus driver, janitor, etc.) please follow these instructions:**

After you have been fingerprinted, you will need to go to the Anniston City Board of Education to fill out payroll paperwork. Please bring proof that the fingerprinting process has been completed. This can be proof of payment or an email confirmation of completion. You will also need to bring your driver's license, social security card, and direct deposit bank account verification.