HAMPTON COUNTY
SCHOOL DISTRICT

How to Become a Non-Instructional Substitute

1. Complete a Substitute Application
    a. You can select this link to complete the application → Non-Instructional Staff
    b. You can scan the QR code to the Substitute Teacher Application
    c. Visit https://hcsdsc.org
        i. Select the EMPLOYMENT button on the right side of your screen
        ii. Select the Substitute link on the left navigation bar
        iii. Beside the JobID: 226 for Non-Instructional Substitute select the Apply button
            1. Please be sure to submit your application
2. Complete the Background Authorization Form
    a. You can scan the QR code to access the Background Authorization form or use the link below.

https://forms.office.com/r/BzMWQqsaj1

3. Attend the substitute
    a. To view the new substitute teacher training, please visit https://www.hcsdsc.org/departments/human-resources.
    b. Select Substitute Staff Interest

4. Please contact and then visit the Hampton County School District, Department of Human Resources for your onboarding process. You will need to complete the EVerify+ identification process prior to your visit.

    Hampton County School District
    Department of Human Resources
    372 Pine Street East
    Varnville, South Carolina 29944
    Phone: (803)943-4576
    Email: HCSD-HR@hcsdsc.org