



ADMINISTRATION BUILDING
835 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
PHONE: 412-655-8450
FAX: 412-655-9544
www.wjhsd.net

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

SUBSTITUTE TEACHING APPLICATION CHECKLIST

Name: _____

Date: _____

Please be sure to return the following forms with your **signed application**:

- _____ Resume
- _____ Praxis Scores
- _____ Teaching Certificate
- _____ Letters of Recommendation (minimum of 3)
- _____ College Transcripts
- _____ Hiring Practices/Nepotism Policy
- _____ Clearances:
 - _____ Criminal Record Check (Act 34 Clearance) - \$10
 - _____ Pennsylvania Child Abuse History (Act 151 Clearance) - \$10
 - _____ Fingerprint-Based Background Check (Act 114) - \$40
- _____ School Personnel Health record completed by a physician with written proof of a negative tuberculin test
- _____ Employment Eligibility Verification (Form I-9). You must enclose the required documents with the form
- _____ Arrest/Conviction Report
- _____ Payroll Information
- _____ Certificate of Residency Form (**Resident PSD Code and Total Resident EIT Rate MUST be completed**)
- _____ Form W-4
- _____ Direct Deposit Form with Voided Check (optional)
- _____ LST Exemption Form (if applicable)
- _____ Staff Security Agreement Form
- _____ Tutoring Form (optional)
- _____ Employee Emergency Form

If you wish to be on our substitute list, please complete the section below.

Please check below those days that you are available for substitute duty:

All ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

Check preferred schools:

___ Gill Hall ___ McClellan ___ Jefferson ___ PHMS ___ TJHS

List school(s) to which you do **not** wish assignment (if any) _____

Return THIS form with application materials.

Revised 3-22-13