Hello,

Thank you for your interest in substituting for Orleans Central Supervisory Union! I'm including quite a bit of information that will need to be completed for the onboarding process. You have the option to print/complete it, then bring it in for an appointment with me, otherwise you can complete the packet here when you come in for your appointment.

**Background Check Forms:** You will need to make an appointment to complete the authorization form before you are fingerprinted as well as provide the required identification for the I-9 verification. You will then need to make an appointment at your local Sheriff’s Department (Orleans County Sheriff Dept: 334-3333 or schedule online at St. Johnsbury PD) to have the fingerprinting done. There is a fee payable to OCSU for $13.25 to process the background check as well as a fee at the Sheriff’s Office/PD of $35.00. You can make this appointment now, but please do not schedule it for a date prior to our appointment as I have the form you need to take with you. Before you can begin, we must receive your Criminal Background Check receipt from you. Once we receive the receipt, we will notify you and the principal.

**Please note that if you have worked in a VT school within the last year, you will need to complete a secondary dissemination request here at Central Office.**

Please contact me at 802-525-1204, ext.109 or click here to schedule an appointment or to deliver/complete your paperwork and to complete the Fingerprint Authorization Certificate (or secondary dissemination) and I-9 form. When you come in for the appointment, please bring the following:

- $13.25 Background Check Fee (exact change or check made out to OCSU)
- Required documentation to complete the Federal I-9 form (see I-9 acceptable forms of ID.)

Thank you,

Amber Hastings
Orleans Central Supervisory Union
Substitute Onboarding Checklist

Name: ___________________________________________ AMS: ______________________

Date/Time of Appointment: _______________ Date approved to Start: _______________

Please click on each item and complete them in preparation for your appointment with HR. If you do not have printing capabilities, please inform HR prior to your appointment. You can schedule an appointment to meet with Amber Hastings, HR Coordinator here or by calling 802-525-1204 x109.

___ Employment Application
    ____ Contact information for last 3 employers (or 3 references)
    ____ Copy of High School Diploma or College Transcripts
    ____ 3 Letters of Recommendation (dated within the last 3 years)

___ Substitute Questionnaire

___ W-4
___ W-4 VT

___ Declaration of Healthcare
___ Confidentiality Statement (review/sign on second page)
___ Mandated Reporter Statement (review/sign on second page)

___ 2021-2022 OCSU Calendar*
___ 2022-2023 OCSU Calendar*

___ AMS Cheat Sheet (Phone number (without area code) on Sub Questionnaire will be the Access ID and Passcode)

If a Nurse Substitute:
___ Copy of Nursing License or Transcripts
___ CPR Certification

Additional paperwork to complete at appointment:
___ I-9 (Forms of ID)
___ AHS Registry Consent Form (will provide at appointment)
___ Secondary Dissemination Request (will provide at appointment)
___ VCIC Form (will provide at appointment)
___ $13.25 (exact change or check made payable to “OCSU”)

*These items do not need to be submitted back to HR.

INTERNAL USE ONLY

___ Fingerprint Receipt Received  ___ Added to ADS  ___ Added to AMS
___ Added to New Hire List for state reporting  ___ Email Confirmation sent

Last Revised: 07/06/2022