

ORLEANS CENTRAL SUPERVISORY UNION

130 Kinsey Road, Barton, Vermont 05822
Tel: (802) 525-1204 ♦ www.ocsu.org ♦ Fax: (802) 525-1276

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](tel:802-525-1204) 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**