

**HUNTSVILLE CITY SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

Office: 200 White Street, Huntsville
Mailing: P.O. Box 1256
Huntsville, AL 35807

Office (256) 428-6841

Jobline (256) 428-6844

SUBSTITUTE APPLICATION

The following items must be furnished before a prospective substitute teacher can be scheduled to attend a substitute orientation. **APPLICATIONS MUST CONTAIN ALL NECESSARY ITEMS OR THEY WILL NOT BE ACCEPTED:**

1. Application (All blanks completed in ink or typewritten regardless if other applications are on file.)
2. Applicant Data Record.
3. State and Federal Tax Withholding Forms (included in packet).
4. Employment Eligibility Verification Form I-9 (included in packet) **AND** two forms of identification. Acceptable documents: US Passport, Drivers License, Social Security Card, or Birth Certificate.
5. Three letters of recommendation (forms provided in packet). Recommendations should be returned directly to the Applicant. **Recommendations must be included with the application, or the application will not be accepted.**
6. Results of a satisfactory TB skin test or chest x-ray done within the last three years.
7. Verification of High School Diploma, Equivalent Degree, or College Diploma.
8. One of the following:
 - a. Copy of current Alabama Teacher's Certificate **OR**
 - b. Application for a Substitute Teacher's License (included in packet) and a \$30.00 Cashier's Check or Money Order made payable to the **State Department of Education** for the Substitute Teachers License.
9. A \$54.15 fee for state and federal background check. **Cogent encourages all applicants to register online.** Cogent Systems' website is www.cogentid.com/AL or www.cogentid.com/alabama. Applicants may pay online using a debit or credit card. On site payment must be in the form of a **cashier's check or money order** made payable to **Cogent Systems**. Telephone registration is also available at 866-989-9316. **Please bring registration receipt to Human Resources/Employment, Room 104.**

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- Once all the above requirements are met the candidate will be scheduled for a Substitute Teacher Orientation. Orientations are held on a regularly scheduled basis. Current pay for substitute teachers is \$60.00 per day. Support substitutes earn \$58.00 per day.