

CENTERVILLE-ABINGTON COMMUNITY SCHOOLS



115 West South St., Centerville, Indiana 47330
Phone: (765) 855-3475 Fax: (765) 855-2524

In order to be placed on our substitute list or other for Centerville-Abington School Corporation (this includes high school, junior high school, Centerville-Abington and Rose Hamilton Elementaries), the following paperwork must be on file in this office.

- a. Completed Application for Employment <http://applitrack.com/wayne/onlineapp> **Job ID # 192**
- b. Completed Expanded Background Check or show this is in process
- c. Completed Tax Papers for State and Federal
- d. Completed Direct Deposit form with a voided check or copy of a check
- e. **Teaching License or Substitute Permit for Substitute Teachers only**
- f. Internet Agreement Form
- g. Completed I-9 Form with items that need to be copied to comply with federal laws

The below pertains to applicants interested in substitute teaching only.

After the above are completed and in the office, your information will be sent to either Mr. Lee Stienbarger or Mr. Sean Stevenson, one of them will call you to set up an interview time; they will explain what is expected of you when you are subbing in a classroom. I will also submit your information to our school board for approval of your employment. You do not go to the meeting.

In order to obtain your Substitute Teaching Permit, please log on to: <http://www.doe.in.gov/educatorlicensing> to access the Licensing Verification and Information System (LVIS). You will need to click on "Create a Profile" and follow the instructions before you can log in and apply for you permit. There is an application fee which can be paid by debit or credit card. Please view the webinars at the above link for more information on how to use LVIS.

Once you have applied for the permit, I will have to log into LVIS and approve your substitute application for the permit. You might want to call me or email me to let me know you have applied and I will log in and approve it. When the permit is approved, you should receive an email and will be able to print the permit. Please bring a copy of this permit with you to the administration building as **I do not have access to print the permit.**

For all employees and substitutes:

There is also a new federal mandated law that after you start to work we have to do an E-Verify check online to verify you are legal to work in the United States. This is mandatory for all employers.



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To: All New Employees, Subs and Volunteers

The state of Indiana has now put into law that we are required to get a complete background check before you can be put before the School Board for approval.

This particular background check is for employees, subs or volunteers that will/might be with students on a one to one basis, or in a classroom environment.

When I receive or I am able to get your email address you will then receive two emails from me and Safe Hiring Solutions to complete the background check. One of the emails will have the link and the user name and the second email will have the password. Please read the two emails carefully. You will receive two more emails after the background check has been initiated. These two emails are for the Dept. of Child Services check that is needed for a complete background check. There is no additional charge for this, as it is all inclusive with the initial charge. Your background check will be considered complete after the Dept. of Child Services check is completed. This will also allow you to use a charge card or a debit card.

If you have an address, other than in Wayne County, that county will be part of the background check. There could be a higher cost for counties outside of Indiana.

Proceed through the directions and enter all pertinent information. Continue until you are ready to submit the report.

If you have any questions, please call me at 765-855-3475 ext. 1191 or email me at wmcconaha@centerville.k12.in.us

Thank you,

Wanda McConaha

Please, make sure all information is correct and completed before turning it in to the office. You can now access these forms on our website www.centerville.k12.in.us click on Administration and then Employment Forms. These will need to be printed out and submitted to our office.



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