

SUBSTITUTE APPLICATION CHECKLIST

Below is a checklist of items that we will need on file in order for your name to be placed on the Substitute list. Please follow the directions on all of the forms and complete all information on the forms, including signatures. *Please return to the Operations Office, 250 Grandview Dr., Ste. 50, Ft. Mitchell, KY, for processing.* Forms/links are located <http://www.beechwood.kyschools.us/Content2/164>

REQUIREMENTS FOR SUBSTITUTES WHO HAVE VALID TEACHING CERTIFICATES or 5 YEAR SUBSTITUTE CERTIFICATES:

- _____ Application - Complete on-line, at <https://beechwood.tedk12.com/hire/index.aspx>
- _____ Copy of your KY teaching certificate. Rank _____ Expires on _____ .
- _____ Background Check. State Regulations require that all new school employees be fingerprinted prior to employment. You will make an appointment to be printed. Follow link.
- _____ Confidentiality Letter, signed by you.
- _____ Letter from the Cabinet for Health Family Services regarding Child Abuse and Neglect. Follow link.
- _____ Copy of valid Driver's License & original Social Security Card (we can copy the Driver's License and S S Card in our office)
- _____ Copy of recent medical exam, less than one year old
- _____ Copy of TB test results, less than one year old - at the discretion of your doctor
- _____ W-4's (Federal & State)
- _____ I-9 Form
- _____ Direct Deposit Form with void check
- _____ Social Security Statement Form
- _____ **IF YOU ARE RETIRED from teaching, Re-Employment Form**

REQUIREMENTS FOR SUBSTITUTES WHO DO NOT HAVE VALID TEACHING CERTIFICATES or 5 YEAR SUBSTITUTE CERTIFICATES:

- _____ Application – Complete on-line, at <https://beechwood.tedk12.com/hire/index.aspx>
- _____ If you do not hold a current teaching certificate, an Emergency Substitute Certificate must be obtained from the **Kentucky Educator Credentialing System (KECS)**, - formerly EPSB, for individuals having **at least 64 college credit hours with a minimum 2.5 GPA**. You will need to go to <https://kecs.education.ky.gov/> and create an account. Directions are in the list of documents needed for subbing.
- _____ **OFFICIAL** college transcript.
- _____ Background Check. State Regulations require that all new school employees be fingerprinted prior to employment. Follow link.
- _____ Copy of valid Driver's License & original Social Security Card (we can copy the Driver's License and S S Card in our office)
- _____ Confidentiality Letter, signed by you
- _____ Letter from the Cabinet for Health Family Services regarding Child Abuse and Neglect. Follow link.
- _____ Copy of recent medical exam, less than one year old
- _____ Copy of TB test results, less than one year old – at the discretion of your doctor
- _____ W-4's (Federal & State)
- _____ I-9 Form
- _____ Direct Deposit Form with void check
- _____ Social Security Statement Form
- _____ **IF YOU ARE A RETIRED SCHOOL EMPLOYEE, Re-Employment Form**

Updated 8/17/2022