



Paid Substitute Process

Applicants Name: _____ Center: _____ Date Process Started: _____

Phone Number: _____ Email Address: _____

_____ **Step 1:** Applicant must select a home center and contact Center Manager (CM) or Center Manager Assistant (CMA)

_____ **Step 2:** Applicant must provide the documents below to CM/CMA. CM/CMA will forward all documents together once completed to the HR Department.

- ___ Completed CCCBC application and consent forms
- ___ Verification that online application has been completed
- ___ 3 Letters of Recommendation
- ___ Government Issued Identification
- ___ Social Security Card
- ___ Education Documentation (high school diploma, GED, transcripts, etc.)
[Substitutes do not have to have a high school diploma although we do encourage it]
- ___ Direct Deposit Information – voided check or direct deposit form from bank

WE WILL NOT PROCEED TO THE NEXT STEP UNTIL STEP 1 AND STEP 2 ARE COMPLETED

_____ **Step 3:** Once documents are turned in to HR. Paperwork and Complete Child Care Criminal Background Check (CCCBC) appointment will be scheduled.

_____ **Step 4:** Once CCCBC clears orientation will be scheduled (paid)

_____ **Step 5:** Complete a Physical and TB Skin Test at one of the following locations:
(Walk Ins accepted - No appointment is needed)

- **North Oaks Occupational Health Services – Hammond**
- **Kwik Clinic – Covington, Franklinton**

_____ **Step 6:** HR will email completed file to Center Manager/Center Manager Asst, they can then contact substitute to start their 4 days of observation. (4 days paid)

_____ **Step 7:** CM/CMA will inform HR that substitute has completed 4 days of observation and substitute will be added to current substitute list.

****Under no circumstance is an employee/substitute/volunteer to be at the center without a confirmation email and personnel file from HR****