

SUBSTITUTE TEACHER APPLICATION INSTRUCTIONS

For Employment with CHARLOTTE COUNTY PUBLIC SCHOOLS, FLORIDA

APPLICATION PROCESS:

To apply to be a substitute teacher, the following items must be on file with the Human Resources office:

1. Instructional Application completed online at www.yourcharlotteschools.net
2. Three (3) Professional References (forms or letters)
3. Official college transcripts reflecting a minimum of sixty (60) hours.
4. A valid teaching certificate from the State of Florida **or** a Charlotte County Certification Application [click here to download](#)

When all documents have been received, the electronic file will be reviewed by Human Resources. In approximately two weeks, applicants who have been approved for substitute teaching will be called for an appointment for drug testing and fingerprinting. Please bring the following when you come for this appointment:

- your social security card;
- proper documents to establish identity and employment eligibility, as required to complete the I-9 form;
- a \$32.00 check/money order payable to “Charlotte County Public Schools” for drug testing fees;
- a \$20.00 check/money order payable to “Charlotte County Public Schools” for the Charlotte County Substitute Certificate if you do not have a valid Florida teaching certificate;
- prepay the \$57.25 fingerprinting fee by MasterCard or Visa debit or credit cards by calling 877-357-7456 or going online to www.flprints.com. **or** bring a money order payable to “Fingerprinting Services, LLC” in the amount of \$57.25

Once drug testing and fingerprinting are completed, you will be scheduled for employment processing. After you have completed employment processing, you will be given a confirmation of employment form that will show the date you are authorized to begin work as a substitute teacher with Charlotte County Public Schools.

If you have any questions regarding the application packet, please call Lynn Amberg (941) 255-0808, ext. 3029 or Regina Anderson at extension 3028.

Charlotte County School Board Policy 3120 requires pre-employment drug testing for applicants prior to being awarded employment. The prospective employee refers to a person who has applied for a position with Charlotte County Public Schools and has been offered employment conditioned upon successfully passing the drug test. **The prospective employee is responsible for the \$32.00 drug test.** A copy of driver's license and social security card is requested.

Charlotte County School Board Policy 3120 requires all personnel, except those excluded by Florida law to be fingerprinted. **The prospective employee is responsible for the \$57.25 fingerprint fee.**

No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law. CCSBP 3122.

Revised 11/06

EQUAL OPPORTUNITY EMPLOYER