

**NON-INSTRUCTIONAL CHECKLIST
HIRE FROM SUBSTITUTE**

APPOINTEE _____

EMP ID # or LAST 4 OF SSN # _____

SCHOOL/DEPT _____

JOB ASSIGNMENT _____

STEPS TO BE COMPLETED AT SCHOOL LEVEL:

- Complete a NEW Beacon Application. If their application is active, they may need to update it only.
- Fingerprinting – Check with District Security
- Official Transcript or High School Diploma (if applicable)
- Typing test (if applicable)
- ParaPro Testing (if applicable)

**FORMS/DOCUMENTS TO BE SENT TO YOUR
EMPLOYMENT SPECIALIST IN THE FOLLOWING ORDER:**

- Florida Retirement Systems (FRS) Certification Form
- Employment Reference Check Form (if subbing at a different school)
- Appointment Form – Fill Online Form and Print for Signatures
- Statement of Understanding – 90 day Probation
- W-4 (if employee wants a change)
- Direct Deposit Authorization (if employee wants a change)
- Nepotism Waiver Request (if applicable and send to Elementary or Secondary Leading & Learning)
- ESOL IA – Bilingual Verification form (if applicable)
- Group Leader Training Letter (if applicable)
- Physical Abilities Test (if applicable)

Application and transcripts must be on file with HR prior to completing this checklist.

FORMS marked if applicable will need to be printed from the HR forms web-page.