



## School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

### **SUPPORT STAFF SUBSTITUTE SIGN-UP PROCESS: -SPECIAL EDUCATION PARAPROFESSIONALS -PRESCHOOL EDUCATION ASSISTANTS -PARAPROFESSIONAL MONITORS**

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#### **Directions:**

Individuals interested in working as a support staff substitute in our district must complete the enclosed form. Please note that employment in one or more of these positions is contingent on successful completion of a criminal history background check, as required by MN State Statute 229C.60.

Please deliver the completed form to the Human Resources Office (address listed below). Human Resources' office hours are 8:00 am – 4:00 pm, M-F. At this time you will fill out the background check authorization form, Immigration Reform and Control Act form (I-9 form), the W-4 form (for tax purposes), and other necessary new hire paperwork. Accordingly, please plan for the following when coming to the Human Resources office:

- Bring original document(s) with you that verify your identity and eligibility to work in the United States. Federal law prohibits the acceptance of copied documents. A complete list of acceptable documents is available at [www.uscis.gov](http://www.uscis.gov), by clicking on Forms at the top of the page, Employment Eligibility Verification from the list of forms, and downloading the I-9 form.
- Bring payment in the amount of \$24.00 (cash or check) to help offset the cost of the required background check.
- Bring your bank account information (i.e. voided check) for the account you will be using for direct deposit. Direct deposit is a requirement for all ISD 622 employees.

We must have the completed Support Staff Substitute Sign-Up Form, W-4 form, I-9 form, and background check forms (including the \$24.00 payment) on file before we can add your name to our substitute list.

Upon being added to our substitute list, you will utilize an automated service that greatly simplifies and streamlines the process of notifying you when your services are needed in the district. This service, called AESOP (**A**utomated **E**ducational **S**ubstitute **O**perator), utilizes both the telephone and the Internet to assist you in locating jobs within our district. You will receive a welcome letter containing more detailed information about how to access and utilize our automated service.

Thank you for your interest in substituting with ISD 622!

Sincerely,

District 622 Human Resources Staff  
Department of Human Resources  
2520 East 12<sup>th</sup> Avenue  
North St. Paul, MN 55109  
PHONE (651) 748-7420



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## SUPPORT STAFF SUBSTITUTE SIGN-UP FORM: -SPECIAL EDUCATION PARAPROFESSIONALS -PRESCHOOL EDUCATION ASSISTANTS -PARAPROFESSIONAL MONITORS

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. (Please print.)**

**IMPORTANT NOTICE:** Substitutes are required to have the following documents on file in order to be placed on the active substitute list: (1) a completed District 622 Support Staff Substitute Sign-Up Form; (2) a completed W-4 form; (3) a completed I-9 form (to be completed in person at the Human Resources Office); (4) a current and completed background check. It is the substitute's responsibility to make sure all of these requirements are met. **INDIVIDUALS WILL NOT BE PLACED ON THE ACTIVE SUBSTITUTE LIST UNTIL THEIR FILE IS COMPLETE.**

### PERSONAL INFORMATION

Date: \_\_\_\_\_

_____	_____	_____
Last Name	First Name	Middle
_____	_____	_____
Address		Home Phone
_____	_____	_____
City, State, Zip		Social Security #
_____	_____	_____
Email Address		Date of Birth

### SKILL INFORMATION

Place an 'X' in the box next to any or all positions you **would be willing** to substitute for:

- Special Education Paraprofessional Substitute
- Preschool Education Assistant
- Paraprofessional Monitor

If you **only** want to substitute in a particular school, please list the school(s). Otherwise you will be set up to sub district-wide.

\_\_\_\_\_

\_\_\_\_\_

Do you have a two-year degree?  Yes\*  No

Have you passed the Para Pro Assessment (not required)?  Yes\*  No

\*If you answered 'Yes' for either of these questions, please attach the document that shows this qualification (i.e. transcript, diploma, Para Pro Assessment result summary, etc).

### EDUCATION SUMMARY

	Name of School/College/University	Major	Month/Year Graduated	Type of Degree
High School				
College/Univ.				
College/Univ.				

**RELATED WORK EXPERIENCE SUMMARY (Please list most recent experience first.)**

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

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Supervisor \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

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Have you ever been terminated from employment or resigned by request of the employer or by mutual consent for cause of alleged misconduct, alleged unsatisfactory performance, or alleged improper or illegal acts?

No  Yes\*

\*If yes, list employer: \_\_\_\_\_

Please explain:

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