

CLASSIFIED SUBSTITUTE
REQUIREMENTS FOR EMPLOYMENT

In order to be eligible for employment in a substitute classified position (Instructional Aide, Cook, Custodian, etc.) in the Russell Independent Board of Education and placed on the official substitute list, the following requirements must be met:

Application Form

The application form may be obtained from the Superintendent's office, 409 Belfont Street, Russell, KY 41169, telephone 606-836-9679. Applications must be completed and returned to the office of the Superintendent.

Education

A substitute shall hold at least a High School Diploma or High School Equivalency Diploma, a copy of this should be returned with the application form.

Criminal Records Checks

Employees must complete a State and Federal Criminal Background Check before employment. Fingerprint Cards are available at the Superintendent's Office. This is at the expense of the employee, the charge will be \$40.

Recommendation

At least three recommendations are required from persons having knowledge of the applicant's skill.

Personal Interview

An interview with the Superintendent or her designee is required of the applicant after the application form has been received by the Superintendent's office.

Health Certification

Upon initial employment a physical examination must be completed either by the OLBH Flatwoods Primary Care Center or a private physician. The District will pay for the examination only if completed at the Flatwoods Primary Care Center. You may choose to go to a private physician at your expense.

Verification of Previous Experience

When indicated, previous experience shall be verified by former employers as requested on forms provided by the Superintendent's office.

Employment Process Forms

Employees must complete the following:

Direct Deposit Authorization

I-9 Form (Submit copies of your Driver's License & Social Security Card)

W-4 Tax Exemption Certificate