To: Substitute Noon Duty Applicants

We appreciate your interest in becoming an employee with the Chula Vista Elementary School District.

In order to complete an application packet, please come to the Chula Vista Elementary School District ESSC building at 84 East J Street along with this checklist and the numbered items below in the following order:

1. ___ $76.00 Cashier's Certified Check or Money Order made payable to SDCOE for fingerprint processing.

2. ___ This checklist certifying your completed application along with date and signature at the bottom.

3. ___ Successful passing grade on file for the applicable CVESD pre-employment exam.

4. ___ Completed application. Applications can be obtained on our website OR at the front desk of our main office.

5. ___ Original Social Security Card AND Driver's License or ID, Resident Card, Work Visa (Resident Card and Work Visa only if applies to your Citizenship status).

6. ___ Original Tuberculosis clearance dated within the last 60 days from U.S. doctor or clinic. If the clearance looks like a copy or print out it must be stamped by doctor's office or clinic.

7. ___ Current Adult and Child CPR/AED/First Aid Card (Certificate must indicate certification by the American Heart Association/American Red Cross.)

When you present the above items, you will then be given a fingerprinting form to complete and turn in along with the above documents.

8. ___ Yellow LiveScan receipt returned to District office.

Once we receive your yellow LiveScan receipt, your application will then be processed as a Substitute.

By signing below I certify the following: All items in the checklist above are complete and attached to my application. I have passed the applicable test and completed all requirements for the position. I understand that Human Resources will not process an incomplete application packet and/or until all three completed confidential recommendation forms have been returned.

__________________________ Printed Name

__________________________ Signature

__________________________ Date

(Rev. 10/19)