

## To: Substitute Custodian 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 completed checklist and the numbered items below in the following order:**

1. \_\_\_\_\_ This checklist certifying your completed application along with date and signature at the bottom.
2. \_\_\_\_\_ \$76.00 Cashier's Certified Check or Money Order for fingerprint processing, made payable to SDCOE.
3. \_\_\_\_\_ Completed application. Applications can be obtained on our website OR at the front desk of our main office.
4. \_\_\_\_\_ Original U.S. High School Diploma, GED (or foreign equivalent), Military (DD214), or AA degree or higher with official transcripts.
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. \_\_\_\_\_ Chemical Training with our Facilities Department (Information to register for training date online at [www.cvesd.org/employment/careers/classified/custodian](http://www.cvesd.org/employment/careers/classified/custodian)).

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

8. \_\_\_\_\_ Physical scheduled and cleared through our medical provider Sharp Reese-Stealy.  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CLEARED: \_\_\_\_\_
1. \_\_\_\_\_ Get New Hire Packet from Front Desk or Teresa Snyder.
2. \_\_\_\_\_ Yellow LiveScan receipt/completed New Hire Packet returned to District office.
3. \_\_\_\_\_ AM/PM Training at a school site. (We schedule once you clear your physical).

AM TRAINING DATE: \_\_\_\_\_ PM TRAINING DATE: \_\_\_\_\_ CLEARED: \_\_\_\_\_

**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