

## 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