

**SUBSTITUTE STAFF HIRE
FOR POLICY COUNCIL and EXECUTIVE DIRECTOR APPROVAL**

Center/Area

Name _____

Address _____

City/State _____

Applying For the following Substitute/Contractual positions (check all that apply):

- HS/EHS Teacher
- Child Care Teacher
- Head Start Teacher's Aide
- Bus Monitor
- Bus Driver
- Cook
- Translator
- Home Based Teacher
- Janitor
- Consultants

Attach Copies of:

- 3 Employment References (or DCFS character references if applicant has <3 employers)
- Background Clearances
 - DCFS (*if available*)
 - IL State Police
 - FBI
 - Sex Offender Registry
- Contract(s) for Director Signature

Submitted by _____ Title _____ Date _____

Comments:

Director Approval Date & Signature _____

Policy Council Approval Date _____