

## ANNISTON CITY SCHOOLS Human Resources Department Substitute Information Sheet

Please see information below on how to become a substitute with Anniston City Schools.

## **Background Clearance:**

Click on this link: <u>https://www.aps.gemalto.com/al/index\_adeNew.htm</u> and complete the required information. There is a fee of \$50.25 for Alabama residents and \$58.25 for out of state residents. The fee must be paid during this transaction. After you complete this step, please visit one of the locations below to have your fingerprinting completed.

## **Busby Printing & Mailing**

840 Snow Street Oxford, AL 36203 256-835-5679 Monday – Friday 11AM – 2PM Please call for an appointment. The UPS Store 1414 Golden Springs Road Anniston, AL 36207 256-835-8884 Mon, Tues, Thurs & Fri 8:30AM – 6PM Wednesday 8:30AM – 5:30PM Saturday 9:30AM – 4:30PM

(You can check https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx for clear background checks)

## **Online Application:**

Click on this link: https://ats1.atenterprise.powerschool.com/ats/application/search/job\_search\_frame?APPLICANT\_T YPE\_ID=0000002&COMPANY\_ID=00008500 Applicant Login/Create Account Enter your information My Application Applicant Type Certified Substitute for Substitute Teachers Classified Substitute for Substitute Custodian, Clerical, Child Nutrition & Bus Driver/Maintenance Be sure to select District 6 under "Where do you want to work"

Once you have completed your application, please send an email to <u>rasheedt@anniston.k12.al.us</u> to schedule an appointment to bring the following documents to the Central Office.

- Driver's License/State Identification
- Social Security Card/Passport
- Copy of a voided check or letter from your bank, on their letterhead, to set up direct deposit

If you are applying to be a substitute teacher, you will also need a substitute license. Please pay for your license here: <u>https://appengine.egov.com/apps/al/adoe/payments</u> The cost is \$30, plus an additional \$4 processing fee.

If you have any additional questions, please contact Tieasha Rasheed, HR Coordinator @ 256-231-5000 ext. 1014