



DELPHI COMMUNITY SCHOOL CORPORATION

Instructions for Substitute Teacher Applicants

The following step MUST be completed before application for licensing.

Background Checks (Criminal and Child Protective Services)

- Follow the links on our web site to the [Safe Hiring Solutions Website](#). Complete and submit information.
- You are required to pay a fee, through the website, for the background checks.

Follow the steps at the following link to obtain your Substitute Teaching License

<https://www.doe.in.gov/licensing>

The following, found on our website under “Required Forms/Training”, must be completed on or before your first day of substitute teaching.

Bullying Prevention Training

- Watch the Bullying Prevention presentation provided on our website.

USCIS Form I-9

- Section one must be completed in its entirety exactly as requested on the form and exactly as it is listed on your chosen identification documents. (i.e. dates must be in the following format: MM/DD/YYYY) Sign section one where indicated
- Provide two (2) ORIGINAL forms of ID from the lists of acceptable documents on page 3. Either ONE (1) from list A –OR– ONE (1) from list B – AND – list C. (Two from List B or two from list C are not acceptable). Original ID must be presented in person.

IRS Form W-4 Tax Withholding:

- The “Personal Allowances Worksheet” is for your use in determining how many dependents you wish to claim.
- Complete the “Employee’s Withholding Allowance Certificate” entirely. Be sure to include your name, address, social security number, marital status and number of dependents you are claiming, sign and return with the rest of your employment documents.

State of Indiana Form WH-4

- Please complete entirely. Be sure to include your name, address, social security number, counties of residence and employment as of January 1 of the current year, number of dependents you are claiming, sign and return with the rest of your employment documents.

Direct Deposit Form (required at Delphi Community School Corporation)

- Please complete the Direct Deposit Form, sign and attached voided check(s) or proof of account information from your bank.

If you have any questions regarding the completion of these steps, please contact the corporation office.

**501 Armory Road
DELPHI, INDIANA 46923
765-564-2100
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