



2012/13 Substitute Application Process

CERTIFIED SUBSTITUTE TEACHER OR SUBSTITUTE NURSE CHECKLIST

(Requires active Texas Educators Certificate or Current Nursing License)

- Complete the **Professional** application online at <http://www.cfsd.net/humanres/default.htm>
- Supply at least **three professional references** on the Reference Page. *(You will need three to be returned before attending training)*
- Add your certification(s) or licenses on the **Certifications/License** page. Please make sure your entry matches your issued certification verbatim.
- Click on the **Jobs** tab to apply for your desired position. To easily find the Substitute jobs available, click on the word Title to alphabetize by job name. Go to the second page to find the substitute jobs.
- On the **Attachments** page, please attach the following:
 1. Official transcript reflecting Degree Conferred Date **OR** Transcript Evaluation reflecting U.S. Equivalency
 2. Current Texas Educator Certificate **OR** Current Nursing License
 3. Résumé (optional)
- Wait** for an email from the substitute office giving you further instructions. If you have not heard back within 3 weeks, please contact the substitute office at subapplicant@cfsd.net

DEGREED SUBSTITUTE TEACHER CHECKLIST

(Requires a minimum of a Bachelor's Degree via accredited university or transcript evaluation)

- Complete the **Professional** application <http://www.cfsd.net/humanres/default.htm>
- Supply at least **three professional references** on the Reference Page. *(You will need three to be returned before attending training)*
- Click on the **Jobs** tab to apply for your desired position. To easily find the Substitute jobs available, click on the word Title to alphabetize by job name. Go to the second page to find the substitute teacher jobs.
- On the **Attachments** page, please attach the following:
 1. Official transcript reflecting Degree Conferred Date **OR** Transcript Evaluation reflecting U.S. Equivalency
 2. Résumé (optional)
- Wait** for an email from the substitute office giving you further instructions. If you have not heard back within 3 weeks, please contact the substitute office at subapplicant@cfsd.net

SUBSTITUTE PARAPROFESSIONAL CHECKLIST

(Requires a minimum of a high school diploma or GED Certificate)

- Complete the **Professional** application <http://www.cfsd.net/humanres/default.htm>
- Supply at least **three professional references** on the Reference Page. *(You will need three to be returned before attending training)*
- Click on the **Jobs** tab to apply for your desired position. To easily find the Substitute jobs available, click on the word Title to alphabetize by job name. Go to the second page to find the substitute paraprofessional jobs.
- On the **Attachments** page, please attach the following:
 1. High School Diploma or Transcript **OR** Transcript Evaluation reflecting U.S. Equivalency
 2. Résumé (optional)
- Wait** for an email from the substitute office giving you further instructions. If you have not heard back within 3 weeks, please contact the substitute office at subapplicant@cfsd.net