Instructional Substitute Application Packet

Thank you for your interest in substituting for Bertie County Schools. When persons are employed to substitute as elementary or secondary teachers, they are making a commitment to our students, staff, parents and community. Our elementary and secondary schools throughout the county depend on the availability of substitute teachers. Openings for instructional substitutes are not posted; applications are accepted throughout the year.

**Instructional Substitute Requirements:**

1. Online Application (http://bit.ly/1myKHyl)
2. Copy of Effective Teacher Training Certificate
3. Unofficial College Transcript(s) showing an Associate’s Degree or 24 semester hours of transferable coursework
4. Three (3) Character Reference Letters
5. Employment Background Authorization and Release Form

**Process to Become an Instructional Substitute:**

1. Submit a completed application packet to BCS Human Resources Department for review. (Incomplete application packets will not be considered.)
2. Once the requirements have been satisfactorily met, an interview will be scheduled. (These interviews are held 2-3 times per year.)
3. Those who are recommended for employment by the interview panel will have their names submitted to the School Board for approval. Those who are approved for employment will be contacted by the Human Resources Department to attend New Hire Orientation.
4. After the completion of New Hire Orientation, 4 hours of classroom observation are required. Please log your time on the Substitute Teacher Observation Form. (Any certified person who has been retired for more than five years must complete an observation.)
5. Those who are approved will be given instructions for completing the online substitute teacher training provided through App-Garden University. (There is a $29 fee for this training, and it must be completed prior to substitute teaching for Bertie County Schools.)

**Note:** If at any time during the process an applicant becomes disqualified (such as for not being recommended following the interview or not being approved for employment by the School Board), he/she will receive notice in writing from the Human Resources Department.

Feel free to contact Ashley Cowan (252-794-6031) if you have questions or need additional information about employment with Bertie County Schools.

*Applications remain on file for one (1) year.*
Applying to Positions In Bertie County Schools

http://www.bertie.k12.nc.us

Please review this guide for assistance in completing applications:

After clicking the employment link in a district, you will be routed to the district’s job board in the new NC School Jobs Powered By TeacherMatch.

Visit the website of the district of interest and access the Employment section of the site. Click Search to view available positions.

Click the Apply icon to begin the application process, then click the green Apply button to enter the application.

Review the list of available positions and identify the position(s) to which you would like to apply.

Complete the Cover Letter screen, click Continue, then Login to your TeacherMatch account or Sign Up to create an account for the first time.

Next is the Cover Letter, which may be optional or required for the position. After clicking Continue, if you are not logged in, you will be asked to login or sign up.

When you log in for the 1st time, select preferences then click “Save Preferences” at the bottom of the screen. You will then be routed to the application.

Select Preferences, then complete Application Requirements, which are indicated by a red asterisk. SSN is optional but submitting may autopopulate North Carolina licensure, education, and other key information.
The application is organized by sections, such as Academics, Employment History, etc., which may be required, depending on the position.

Add info to sections by clicking the +Add on the right hand side then clicking Save Section. Populate fields by typing and then selecting best fit from the list, if presented. Complete the overall application by clicking Save & Continue at the bottom of the application.

Review list of Missing Application Requirements, if presented. Click OK to return to the application and resolve.

If any required application elements are missing, a listing will be shown after clicking Save & Continue. Clicking OK will take you back to the application to add info.

Mandatory Declarations

The District requires all the applicants to answer the following questions, and/or updates to the previous response, please feel free to continue to the next time you responded to these questions, please then update it accordingly.

AND/OR

After completing all required sections, click Save and Continue at the bottom of the application. You may be required to complete additional elements.

You may be prompted to complete Mandatory Declarations and/or a Job Specific Inventory questions as part of the process, depending on the position.

Note: The Job Specific Inventory questions must be completed in one sitting.

Additional Tips & Information

- You will receive an email after completing an application.
- There are four categories of positions (Licensed, Classified, Bus Driver, Substitute) and each may require different information.
- Please click “Test your setup” on the TeacherMatch Sign in screen to understand which internet browsers are supported. Contact support if you have difficulty.
- If you forget your password, click on “Forgot Password” to receive a reset email from no-reply@teachermatch.net.
- If you cannot reset your password or need technical assistance, please call TeacherMatch support at 1-855-980-0511 (7:00am - 8:00pm EST).
**Bertie County Schools**  
**Employment Background Authorization & Release**

I understand that a consumer report or an investigative consumer report (hereinafter referred to as “Report”) may be procured at any time during my candidacy for employment and/or during my employment, contract or volunteer work. I understand the Report may include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by Company policy, information may be obtained from public and private sources and may include information related to: social security number verification, criminal records, credit history, driver/motor vehicle records, employment, education, credentials and personal references. I also understand that the information I provide regarding my sex, race and date of birth will be used for the sole purpose of gathering the above mentioned information correctly, and will not be used to discriminate against me in violation of any law. Bertie County Schools is an Equal Opportunity Employer.

**Personal Information (List all names used). Please print legibly.**

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Date of Birth (MM/DD/YYYY) __________________________ Gender __________________________

Social Security Number __________________________ Race __________________________

Driver’s License State of Issue __________________________ DL# __________________________

I state that my personal information provided above is accurate to the best of my knowledge. I hereby authorize without reservation the procurement of a Report. Furthermore, I authorize any organization, person or agency to furnish information about me and I release any organization, person, agency and company from any liability arising out of the request or release of the information contained in the Report. A photo or fax copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature.

Signature  _______________________________________________  Date  ____________________________________

**New York applicants or employees only:**
You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified below directly.

**California, Minnesota and Oklahoma applicants or employees only:**
I understand that under State law, I have the right to receive a copy of the Report at no charge to me.

☐ Yes, I wish to receive a copy of the Report (check box).

**Reports processed by:**
Background Investigation Bureau, Inc.  
9710 Northcross Center Court  
Huntersville, North Carolina 28078  
Toll Free: (877) 439-3900

**Personal & Confidential Information**