

SCHOOL ADMINISTRATIVE UNIT 50

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GREENLAND CENTRAL SCHOOL
70 POST ROAD
GREENLAND, NH 03840
(603) 431-6723
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MAUDE H. TREFETHEN SCHOOL
CRANFIELD STREET
NEW CASTLE, NH 03854
(603) 436-5416
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NEWINGTON PUBLIC SCHOOL
133 NIMBLE HILL ROAD
NEWINGTON, NH 03801
(603) 436-1482
FAX (603) 427-0692

RYE ELEMENTARY SCHOOL
461 SAGAMORE ROAD
RYE, NH 03870
(603) 436-4731
FAX (603) 431-6702

RYE JUNIOR HIGH SCHOOL
501 WASHINGTON ROAD
RYE, NH 03870
(603) 964-5591
FAX (603) 964-3881

Dear Applicant:

Thank you for your interest in substitute teaching in School Administrative Unit 50. Below you will find instructions for completing the application process.

Application

Please complete the application indicating which schools you are interested in subbing at and if there is a grade level or subject area that you prefer, including your availability for subbing as a teacher, para-educator, or both. Please feel free to attach a resume and indicate "see resume" on the application anywhere the information is duplicated.

Criminal History Background Check

As of August 2, 1997, all new employees to a school district are required to complete a criminal history background check (RSA 189:13-a). Conditional employment is granted to all employees until the results of the background check have been received by the Superintendent of Schools Office. This process is completed by:

- Scheduling an appointment at a live scan facility to capture your fingerprints (please see the attached list with locations and hours of operation). Fingerprinting at these sites is done by appointment only and takes approximately 20 minutes. This digital capture of your fingerprints provides a clear impression and reduces the possibility of rejection from poor ink quality. Upon completion of this process you will be given an Applicant Live Scan Site Form to return to the SAU Office.
- Complete and have notarized the Criminal Records Release Authorization Form to return to the SAU Office.
- Payment for the criminal history background check is **\$47.00** and can only be made in the form of a check or money order payable to the **State of NH – Criminal Records**. Payment must be submitted with your application at the SAU Office. Your payment will be mailed with the live scan site form and notarized authorization form to the NH State Police, we are unable to accept cash or credit cards.

W-4 and I-9 (Employment Eligibility Verification) Forms

There is a W-4 and an I-9 form included that must be completed and returned with your application packet. This paperwork is necessary to process your payment for substitute teaching. Please read the instructions that accompany the I-9 form and bring with you the documents needed to establish identity and employment eligibility.

Once all of this paperwork is completed, please return it to Diane Peterson at the Superintendent of Schools Office. If you have any questions about any of the paperwork in this packet, please contact Diane at 422-9572 or dpeterson@sau50.org.