

To be considered for employment as a substitute, complete and return the following forms:

1. HFM BOCES Substitute Application Form (Document E)
2. HFM BOCES Substitute Reference Forms - 3 (Document F) or you may submit your college credential file.
3. HFM BOCES Substitute Job Description(s) – signed and dated by you (Document D-1 and/or D-2)

You must also submit the following as appropriate:

Substitute Teacher (minimum of 60 college credits):

- Copy of your college transcript(s)
- Copy of your teaching certification (if you are certified)
- Copy of any related professional license (such as cosmetology)

Substitute School Nurse

- Copy of your nursing license
- Completed civil service application

Substitute Teacher Aide

- Copy of high school diploma or GED
- Completed civil service application

Please note:

- Additional postage is required when you submit all required materials.
- Once we receive your forms, you will be notified if a formal interview will be scheduled.
- If after the interview process you are recommended for employment, the following are required:
 - Fingerprinting and clearance
 - Photo ID
 - Hazard Communications/Right To Know Training
 - Orientation