



Bloomington Public Schools, District 87
300 East Monroe Street
Bloomington, IL 61701

Requirements for Substitute Teachers

1. A completed online application. www.generalasp.com/district87/onlineapp/
2. Employment Information for Certified Staff form.
3. A copy of a valid Illinois teaching certificate registered at the McLean/Dewitt/Livingston Regional office (905 N. Main Street, Normal 309-888-5120).
4. Copies of unofficial transcripts.
5. Federal and State Tax forms. Please list your permanent address on both of these forms and provide a copy of your **Social Security card** for the Payroll Department.
6. TB test administered within the last 90 days. The McLean County Health Department at 200 West Front Street, Bloomington administers free TB test. An appointment must be scheduled for the test at 309-888-5450.
7. Background Screening. Please read and complete the enclosed Background Check Request, the Applicant Questionnaire/Disclosure and the Authorization form. Upon completion, **the yellow packet of forms needs to be returned to the ROE office.** We ask that you contact Bushue Human Resources at 217-342-3042 to schedule an appointment for the actual background check. Their office is located at the rear of 905 N. Main Street, Normal, IL.
8. Child Abuse Mandated Reporter form.
9. I-9 form (please bring your driver's license and social security card with you for verification).
10. State of Illinois Teachers Retirement System form.
11. Statement concerning your employment in a job not covered by Social Security.
12. Read the Bloodborne Pathogen booklet and complete the 20-question true/false quiz within the back of the book. **Please return the quiz page** - the book is yours to keep.

Once all the requirements are received in the HR department, substitutes will be set up in AESOP which is a computerized substitute finder. Directions for new substitutes will be mailed to their home address or emailed. To remain active, substitutes must work at least one day per semester. If a substitute does not work within a 6 month period, their status will change to inactive and it will be necessary for them to contract the HR department to be changed to active.