

ARE YOU INTERESTED IN SUBSTITUTING?

If so, please download the appropriate application form, the Background Check Form and the Background Check Offer of Employment. You will need to complete the top section of the Background Check Form and then call your local Rhode Island police department for an appointment to do a Local/National Background Check. (Note: If you are a resident of Massachusetts, you must go to the R.I. Attorney General's office between the hours of 9 a.m.-3 p.m.) You will need to bring both the form and the Offer of Employment with you, along with picture identification and the fee.

Once you have your Background Check, you MUST return it, along with your completed application form, in person to the Oliver Administration Building at 151 State Street in Bristol. At this time, you will be required to complete all paperwork required for payroll purposes, including a W-4 form, I-9 form, 403(b) Eligibility Notice, Direct Deposit Authorization, Emergency Information and a copy of any required certifications. Please bring the following original documents with you for completion of the I-9 form:

1. Driver's license and Social Security Card OR
2. Driver's license and Birth Certificate OR
3. Unexpired U.S. Passport

If you have any questions, feel free to call 253-4000, Extension 5113.