All applicants who want to substitute in the Mobile County Public School System must complete Substitute Training prior to receiving a Substitute Clearance Card. The substitute process for all applicants includes obtaining ABI/FBI fingerprint clearance, completing a substitute application, passing a drug screen, providing a Social Security card and driver’s license, providing a high school/college transcript or GED, and attending a training session. Applicants applying to be substitute teachers must pass a writing exam and provide a thirty dollar ($30.00) money order made payable to the Alabama State Department of Education. Applicants applying to be substitute CNP Assistants will bring a valid Food Handler Permit. Applicants applying to be a substitute RN or LPN will bring a valid Alabama Nurse’s License. Applicants applying to be substitute media paraprofessionals or clerks will bring proof of passing scores on the typing test administered by the Division of Human Resources.

Attached you will find the following: Substitute Process, Substitute Application, and Substitute Checklist. The Substitute Process explains what is needed prior to calling Human Resources to register for Substitute Training. After you receive your fingerprint clearance letter, call Human Resources at 251-221-4500 to register for the next available training session. Your name must be on the Substitute Training List in order to participate in the training. The training sessions will be held one (1) or two (2) times each month. Training dates will be located on www.mcpss.com: click Divisions >> Human Resources >> Substitutes >> Procedures.

Applicants should come to the training session professionally dressed. Children are not allowed at the training session.

**SUBSTITUTE TRAINING**

**LOCATION:** Mobile County Public School System Central Office  
Professional Development Center  
1 Magnum Pass  
Mobile, Alabama 36618

**TIME:** 8:15am-8:50am  Registration  
(Applicants arriving after 8:40am will not be allowed to participate in the training)

**TRAINING:** 9:00am-1:00pm  
(You must complete all sessions to be eligible for a substitute card)

**DIRECTIONS:** From Airport Blvd. going toward the airport, turn right on Schillingers Road. Take the first right after Howells Ferry to Magnum Pass. The Professional Development Center is the second building on the left. The entrance to the Professional Development Center faces the parking areas. Follow the signs to the Professional Development Center.

From Moffett Road going toward Semmes, turn left on Schillingers Road. Just before you get to Howells Ferry Road, turn left on Magnum Pass. The Professional Development Center is the second building on the left. The entrance to the Professional Development Center faces the parking areas. Follow the signs to the Professional Development Center.
MOBILE COUNTY PUBLIC SCHOOL SYSTEM
DIVISION OF HUMAN RESOURCES
SUBSTITUTE PROCESS

Items that need to be completed before attending substitute training

1. Download and complete the substitute packet. This packet can be located at www.mcpss.com; click Divisions >> Human Resources >> Substitutes >> Procedures. You may also pick up a Substitute Packet from the Division of Human Resources located at the Central Office.

2. Fingerprint Clearance (NOTE: This step IS NOT REQUIRED for applicants who have an active or have applied for an Alabama teacher's certificate.)
   A. Applicants must register online at www.cogentid.com/AL or www.cogentid.com/alabama or by phone (1-866-989-9316)
   B. Registration at the site is not allowed
   C. Fingerprint fee is $51.40
   D. Applicants can pay online by using a debit or credit card
   E. Applicants may pay at the site with a money order or cashier’s check made payable to Cogent Systems
   F. Cash, credit cards, debit cards or business/personal checks are NOT accepted at the fingerprinting site
   G. Applicants must bring a valid form of identification
   H. Check CLASSIFIED when registering online for fingerprints
   I. Fingerprints may take a week or longer to clear
   J. You must bring your clearance letter to the substitute training session

<table>
<thead>
<tr>
<th>SITE LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Service Location Address</td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Hours of Operations</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

| Primary Service Location Address | AIM Mail Centers #153 |
|  | 5300 Halls Mill Rd. Suite H |
|  | Mobile, AL 36619 |
| Hours of Operations | Mon-Fri 9:00-6:00, Saturday 10:00-3:00 |
| Telephone Number | 251-666-6432 |

3. Applicants applying to be substitute clerks or media paraprofessionals must complete a typing test before attending substitute training. School clerks must have a passing score of 40 or higher, media paraprofessionals must have a score of 30 or higher and central office clerks must have a score of 50 or higher. To schedule a typing test please call 251-221-4500. You will receive a confirmation letter stating passing scores from a Human Resources clerk when you pass the typing test. You must bring that letter to the substitute training session.

4. Applicants applying to be substitute cafeteria assistants must obtain a Food Handler Permit before attending substitute training.

5. Applicants applying to be substitute RN's or LPN's must have proof of a valid Alabama RN/LPN license.

6. All applicants must provide a copy of a high school transcript, college transcript or GED.

7. Call Human Resources 251-221-4500 and register for the next available training session after you have received your Fingerprint Clearance Letter.
Items required to attend training session
(Applicants will be rescheduled if all required documents are not available)

1. Completed Substitute Application
2. Fingerprint Clearance Letter
   (NOTE: This IS NOT REQUIRED for applicants who have an active or have applied for an Alabama teacher’s certificate.)
3. Original Social Security card and 1 copy
4. Current Driver’s License and 1 copy
5. Postal money order for $30.00 made out to the Alabama State Department of Education (substitute teacher applicants ONLY)
   (NOTE: This IS NOT REQUIRED for applicants who have an active or have applied for an Alabama teacher’s certificate.)
6. Drug Screen $16.00 (cash)
7. High School transcript, GED, or college transcript
8. Voided check or letter from your financial institution containing the account name, routing number and account information for direct deposit. Pay checks will be directly deposited into checking, savings or debit card accounts.
9. Valid Food Handler Permit and 1 copy (for CNP applicants only)
10. Valid Alabama RN or LPN license and 1 copy (for RN and LPN applicants only)
11. Proof of passing scores on the typing test (clerk and media paraprofessional applicants only)

Items to be completed on site

1. Withholding Forms
2. I-9
3. New Hire Reporting Forms
4. Payroll Deposit Form
5. Drug Screen Form
6. Subfinder Training Session (all must attend)
7. Substitute Training Session
   a. Substitute Training for Classified Applicants
   b. Substitute Training for Substitute Teachers

Substitute Teacher Writing Exam
Applicants applying for a substitute teacher card will complete a writing exam. Applicants will have twenty (20) minutes to complete the exam. Applicants with an acceptable writing score will receive a substitute teacher’s card. If an applicant does not receive an acceptable score on the writing exam, he/she will be notified by mail. The applicant may write again at the next available rewrite session. The applicant has three chances to obtain an acceptable writing score. If the applicant fails to obtain an acceptable writing score after three attempts, the applicant can try again in six months. The applicant will not have to attend the training session again but will have to submit to a new drug screen.

Substitute Card
Once you have completed the substitute process, all paperwork will be reviewed. If all the paperwork is in order, your substitute card will be mailed to you. If you are a substitute teacher applicant, your card will be mailed to you after your substitute license has been issued by the state. This may take 2-4 weeks.

Applicants must take a drug test. Applicants who do not adhere to the 24 hour time restriction, do not take or complete the test or have a non-negative result will not be eligible for hire. If the drug testing van is on-site, you will be required to complete the drug test before leaving the training session.
## Mobile County Public School System
### Division of Human Resources
#### Substitute Application

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number:</td>
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<tr>
<td>Date Attended Sub Training:</td>
<td>_____________________________</td>
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<tr>
<td>Fingerprint Clearance Date:</td>
<td>_____________________________</td>
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<tr>
<td>Drug Screen:</td>
<td>_____________________________</td>
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<tr>
<td>Driver’s Lic:</td>
<td>State ____ Exp____ CDL ____ BDL ____</td>
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<tr>
<td>Food Handler Permit:</td>
<td>Exp______</td>
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<tr>
<td>Typing Score:</td>
<td>_____________________________</td>
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<tr>
<td>RN/LPN License:</td>
<td>Exp______</td>
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<tr>
<td>E-Verify Number:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Date Sub Card Sent:</td>
<td>_____________________________</td>
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<tr>
<td>Education Verification:</td>
<td>_____________________________</td>
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<tr>
<td>Date Notified Writing Sample:</td>
<td>Pass____ Fail____</td>
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<td>Date State Sub. Tea. App. Mailed:</td>
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<tr>
<td>Teacher Applicant:</td>
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<tr>
<td>Retired Teacher:</td>
<td>Code: _____________________________</td>
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<tr>
<td>Retired Teacher (Exp. Cert.):</td>
<td>Code: _____________________________</td>
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<tr>
<td>Other Information:</td>
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<tr>
<td>Position(s): Please check all substitute positions you are applying for</td>
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<tr>
<td>☐ Custodian</td>
<td>☐ Cafeteria Assistant</td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
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<tr>
<td>TODAY’S DATE:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>NAME:</td>
<td>(Mr. / Ms. / Mrs.) (LAST) (FIRST) (MIDDLE) (MAIDEN)</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>(STREET) (CITY) (STATE) (ZIP CODE)</td>
</tr>
<tr>
<td>MAILING ADDRESS (IF DIFFERENT FROM ADDRESS ABOVE):</td>
<td>(STREET) (CITY) (STATE) (ZIP CODE)</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>DATE OF BIRTH:</td>
<td>(MONTH) (DAY) (YEAR)</td>
</tr>
<tr>
<td>Phone:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Cell:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Have you ever been employed by the Mobile County Public School System:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, list school(s), department(s), date(s) and reason for leaving:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Have you ever pleaded guilty, been convicted, fined, imprisoned, nolo contendere, or placed on probation for violation of any law, police regulation, or ordinance, excluding minor traffic violations?:</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>If yes, explain with details:</td>
<td>_____________________________</td>
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<tr>
<td>Have you ever been discharged or forced to resign for misconduct or unsatisfactory service?:</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>If yes, explain with details:</td>
<td>_____________________________</td>
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<tr>
<td>ETHNICITY:</td>
<td>☐ White/Caucasian ☐ Black/African American ☐ Hispanic/Latino ☐ Asian</td>
</tr>
<tr>
<td>☐ Native American ☐ Pacific Islander ☐ Other:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>GENDER:</td>
<td>☐ MALE ☐ FEMALE</td>
</tr>
</tbody>
</table>
EDUCATION

Please check the appropriate box below:

(ORIGINAL) HIGH SCHOOL TRANSCRIPT or COLLEGE TRANSCRIPT or GED MUST BE SUBMITTED

Name of High School:

College Education: Yes No

Name of College: Degree Received: Major:

If you attended college but did not graduate, how many semester hours do you have?

NAME OF MOST RECENT EMPLOYERS JOB TITLE DATES EMPLOYED REASON FOR LEAVING

TO FROM

REFERENCES

PLEASE LIST TWO REFERENCES. References should include your present supervisor and a recent supervisor from employers listed above who are knowledgeable of your work experience. If you do not have work experience, list school/college personnel, community/church leaders or individuals who are knowledgeable of you (excluding family and personal friends).

NAME POSITION PHONE E-MAIL ADDRESS

SUBSTITUTE TEACHER APPLICANTS ONLY

Check the appropriate box below:

Valid Alabama Teacher’s Certificate? Yes No Teacher’s Certificate Applied For

Area of Endorsement: Rank: Type:

Date Issued: Expiration Date:

I certify that all the information in this application is accurate. I understand that if I falsify information on this application that I will not be eligible to substitute.

Applicant’s Signature ___________________________ Date ___________________________
SUBSTITUTE CHECKLIST

BOOKKEEPERS, CLERKS, CAFETERIA WORKERS, CUSTODIANS, PARAPROFESSIONALS
SUBSTITUTE TEACHERS, LPN’s, RN’s

THE FOLLOWING ITEMS MUST BE BROUGHT TO THE SUBSTITUTE TRAINING SESSION

- Completed Substitute Application
- Bring Blue or Black pens only
- Fingerprint Clearance Letter
  *(NOTE: This IS NOT REQUIRED for applicants who have an active or have applied for an Alabama teacher’s certificate.)*
- Driver’s License and one copy
- Social Security card and one copy
- Postal money order for $30.00 for substitute teacher applicants ONLY
  *(NOTE: This IS NOT REQUIRED for applicants who have an active or have applied for an Alabama teacher’s certificate.)*
- $16.00 cash for drug screen
- High school/college transcript or GED
- Voided check or letter from financial institution for direct deposit
- Food Handler Permit and one copy for CNP substitute applicants only
- Passing typing scores for clerk and media substitute applicants only
  *(Clerk and media paraprofessional substitute applicants must take a typing test in HR prior to attending the substitute training session. Call to request an appointment at 221-4500)*
- Valid Alabama LPN or RN license and one copy for LPN or RN substitute applicants only

THE FOLLOWING ITEMS WILL BE COMPLETED AT THE SUBSTITUTE TRAINING SESSION

- Withholding Forms
- I-9
- New Hire Reporting Forms
- Direct Deposit Form
- Memorandum of Understanding
- Paperwork for Drug Screen
- Application for Substitute Teacher (substitute teacher applicants ONLY)
- Writing Exam (substitute teacher applicants ONLY)
- Subfinder Profile Sheet
- Training Evaluation Form

ALL APPLICANTS WILL PARTICIPATE IN THE SUBSTITUTE TRAINING SESSION

Applicants must take a drug test. Applicants who do not adhere to the 24 hour time restriction, do not take or complete the test or have a non-negative result will not be eligible for hire. If the drug testing van is on-site, you will be required to complete the drug test before leaving the training session.
MOBILE COUNTY PUBLIC SCHOOL SYSTEM
PERSONAL INQUIRY WAIVER
(AUTHORIZATION FOR RELEASE OF INFORMATION)

NAME: ____________________________________________

ADDRESS: ________________________________________

CITY: ______________________________ STATE: _______ ZIP: _______

SOCIAL SECURITY NUMBER: ________ - ________ - ________

Leave This Line Blank

I respectfully request and authorize __________________________________________ to release to Mobile County Public Schools any of the following information: All information or records relative to prior employment, education or information that may be pertinent to my application for employment with the Mobile County Public School System.

I stipulate and agree that Photostats of this authorization and of my signature may be offered and utilized in lieu of the original.

In signing this authorization, I understand that this release will only be furnished to those employers and their representatives as listed in my application.

Applicant’s Signature: ____________________________ Date: ________________

Witness: ____________________________ Date: ________________