

SUBSTITUTE TEACHER APPLICATION CHECKLIST

Applicant Name: _____

School: _____

- _____ Substitute Geographical Availability Form
- _____ Pre-Employment Questionnaire
- _____ Resume, OF-612, or SF-171(2 copies)
Include college transcripts if available (not required)
- _____ DD Form 214 Certificate of Release or Discharge from Active Duty, Member 4 copy *(if applicable)*
- _____ OF-306 Declaration for Federal Employment
- _____ Sponsor's PCS Orders
(Applicant's name must be listed as a dependent or letter of employment required)
- _____ SF-61 Appointment Affidavit
- _____ SF-181 Race and National Origin Identification
- _____ SF-144 Statement of Prior Federal Service
List all of your Federal work experience on this form. If not applicable, complete form and write 'N/A'.
- _____ SF-256 Self-Identification of Handicap
- _____ SF-1152 Designation of Beneficiary (optional)
Complete this form to designate a beneficiary for any unpaid federal compensation. One can assign multiple beneficiaries, however, the combined total must sum 100%. At the bottom, have two witnesses sign and list their addresses. Print your name and address in the box below the signatures.
- _____ Form I-9 Employment Eligibility Verification
- _____ Acknowledgement of Rights and Consent to Release Information
- _____ Cleared Installation Records Check (IRC)
Contact the nearest DoDDS school for this form. Complete this form and take to your local security forces office, where they will conduct a local background check.
- _____ Pre-Appointment Certification Statement (male applicants)
- _____ Military Reserve/Guard Status Form (Reserve/Guard applicants)

_____ Retired Military Data Form (retired applicants)

_____ Address Change Form

_____ W-4 Tax Form

_____ SF-1199A Direct Deposit Form

_____ SF-85P Questionnaire for Public Trust Positions

The SF-85P packet can be found online at <http://www.opm.gov/forms/html/sf.asp> or obtained from the nearest DoDDS school. Complete the entire packet making sure there are no date gaps in items #4 and #6. In #6, if you were unemployed at any time, list the dates and state 'unemployed'. Take the completed packet to any DoDDS school and use the EPSQ system input the data.

_____ SF-85P-S Supplemental Questionnaire for Selected Positions

This form can be obtained at any DoDDS School or found online at <http://www.opm.gov/forms/html/sf.asp>

_____ SF-87 Fingerprint Card; **2 cards required**

Bring two blank fingerprint cards to the nearest Security Police Law Enforcement Office to have your fingerprints done.

_____ SF-52 Request for Personnel Action; **RESIGNATION**

Employee must complete Part E: items 1, 3, 4, and 5

_____ Employee Emergency Notification Data

****IN ORDER TO VERIFY EMPLOYMENT ELIGIBILITY; PLEASE BRING YOUR MILITARY ID CARD AND PASSPORT WHEN SUBMITTING YOUR APPLICATION.***

****PLEASE ENSURE ALL DOCUMENTS ARE COMPLETED CORRECTLY, SIGNED AND DATED WHERE APPLICABLE. BRING ENTIRE APPLICATION PACKET TO THE SELECTED SCHOOL ON THE GEOGRAPHIC POSITION AVAILABILITY FORM.***

INCOMPLETE APPLICATIONS CAN NOT BE PROCESSED.

Applicant Signature

Date

Attach This Document To Your Application For Employment With DoDDS.