

Pre-employment Requirements for Substitute Teachers  
WEST POINT INDEPENDENT SCHOOL DISTRICT

Thank you for your interest in substitute teaching at West Point School. In order to assist you with the application process, please note the following statutory requirements for employment as a substitute in Kentucky school districts:

Initial phase: Contact **502-922-4617**, fax resume to 502-922-9372, or write "Personnel, West Point Independent, P.O. Box 367, West Point, KY 40177" to obtain applications. You will also need the following documents when you meet with school district representatives:

1. completed application for West Point ISD
2. photo identification included with application
3. list of all states of residence and dates (see application)
4. two original letters of reference (current)
5. official college transcripts\*
6. KY teaching certificate\*\*

Additional requirements:

1. medical examination\*\*\* and TB skin test results
2. clear KY state police criminal background check
3. clear national (FBI) criminal background check
4. completion of Immigration/Naturalization form (I-9)  
Need 1: US passport, certificate of US Citizenship, certificate Of naturalization, unexpired foreign passport with authorization, Alien registration card with photograph or Need 2: state driver's license/I.D. card or US military card and original social security card or birth certificate or unexpired INS Employment Authorization form
5. completion of W-4 form
6. completion of TC-4 form (yellow) unless already certified by the Education Professional Standards Board (EPSB)
7. completion of KTRS (KY Teacher Retirement System) retirement application

Applicants must satisfactorily complete an interview with West Point ISD personnel.

**No one will be employed until all paperwork requirements have been completed successfully.**

- \* official transcripts of all college work (may be stamped *issued to student* but must bear the official seal of the university—no internet copies or photocopies accepted)
- \*\* official copy required for certified substitutes
- \*\*\* KY medical form required; exam must occur no earlier than 90 days prior to application

These requirements of the school district, the Kentucky Department of Education, and/or state law are designed for the safety and welfare of the children of Kentucky schools and for accurate financial records in payroll accounting. Thank you for your cooperation in submitting all paperwork accurately and completely.