

Online Substitute Application Procedures

Thank you for your interest in employment with the Schertz-Cibolo-Universal City Independent School District. To complete a substitute application, please read the information below and follow the steps indicated.

Step 1: Application

To be considered as a substitute applicant, you **must** provide the following:

- A completed application
- Transcripts (Degree and Date awarded) and/or High School Diploma. (if applicable)
- Resume (if applicable)
- Certificates/Licenses (if applicable)
- Copies of Driver's License (for fingerprint purpose) and Social Security Card (Social Security verification and Payroll)
- 2 Reference Surveys*** (submitted thru the online application)

- Required documents must be submitted electronically with the application. If you are having difficulties attaching your documents, please do one of the following:

- Refer back to the supporting documents page of your application for detailed instructions
- Email to hrdocs@scuc.txed.net
or
- Bring to our District Central Office located at 1060 Elbel Rd. Schertz, TX 78154 between the hours of 8:00 am - 4:00 pm

Step 2: Monitor References***

Once you have completed the application process, you must monitor your references by login back to your application a few days after submitted.

Your information will be reviewed once your references are completed. If you meet the criteria for the position you will be contact by email

Step 3: Hiring Process

Fingerprinting is required to be invited to orientation.

Substitutes must pay a fee of approximately \$47.00 for this process. These fees **will not** be reimbursed by **SCUC ISD. If you have had your fingerprints completed for another Texas School District, you should not have to have this process repeated;** however, if you have completed fingerprinting for other reasons (including childcare providers, handgun license, etc.) you will be required to have them registered again to meet the requirements outlined in Senate Bill 9.

If you are required to have your fingerprints processed, we will supply you the appropriate forms.

Step 5: Orientation

In order to attend orientation you must have cleared the Fingerprinting Process

Once fingerprint process has cleared or been verified, you will receive an email with a substitute new hire packet forms that must be completed and submitted electronically. Please use your legal name (as it appears on your social security card) for all electronic signatures.

Once the substitute new hire packet is received, an email will be sent confirming the exact date, time and location of the substitute orientation.