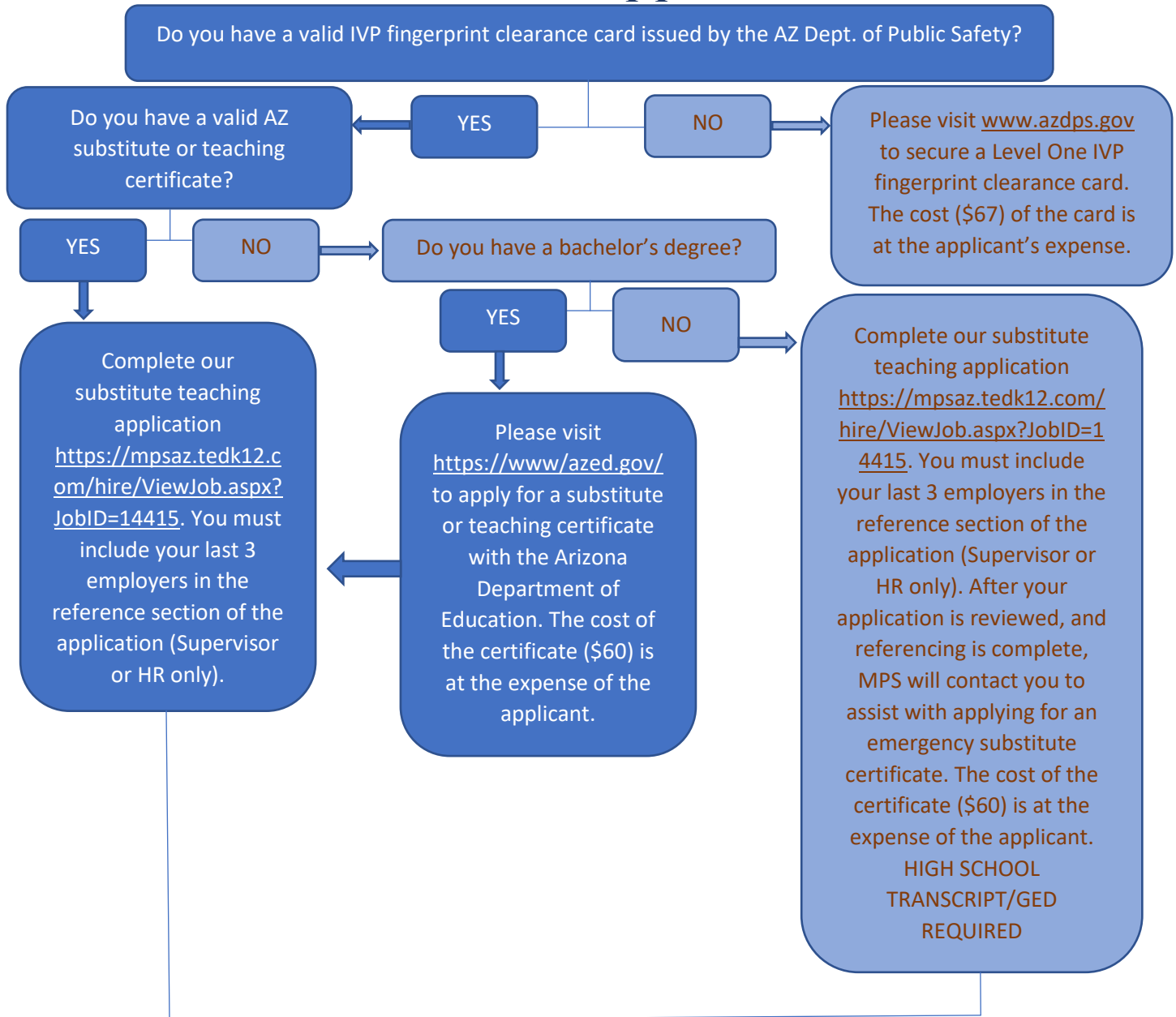


# Substitute Teacher Application Process



## What to Expect After Submitting Your Application?

Applications are reviewed, reference checks are sent to last three employers, per Arizona Statute, IVP card is verified, and AZ substitute or teaching certificate is verified. After these steps, if it is determined that MPS will be extending an offer of employment as a substitute teacher, the applicant receives an email with next steps. Electronic new hire documents and online orientation is sent to the applicant. After completing the electronic new hire documents and online orientation, the applicant will schedule an appointment with sub services to complete onboarding. During the appointment the applicant will be provided an opportunity to ask any questions they may have. Generally, the applicant can begin subbing the day after their onboarding appointment, assuming all documents are complete, and IVP fingerprint clearance card & substitute/teaching certificate is valid.

For more information & resources visit <http://www.mpsaz.org/hr/subs/resources-for-sub/>