

# SUBSTITUTE CHECKLIST

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Emergency  
Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Indicate desired schools:   \_\_\_ DuJardin (K-5)   \_\_\_ Erickson (K-5)   \_\_\_ Westfield (6-8)

\_\_\_ Educator License is registered with DuPage ROE

\_\_\_ If you have a Paraprofessional License and a Bachelor's Degree, please request  
official college transcripts be sent to:  
Dr. Evonne Waugh, 164 Euclid Ave, Bloomingdale IL 60108

\_\_\_ Current Health Exam and TB Test

\_\_\_ DCFS Form

\_\_\_ Race and Ethnicity Form

\_\_\_ Federal and Illinois W-4 Forms

\_\_\_ TRS Form - Required even if submitted with another district

\_\_\_ New Employee Pension Questionnaire

\_\_\_ Social Security Form

\_\_\_ Employment Eligibility Verification  
Bring completed Page 1 and original documents shown on the  
Lists of Acceptable Documents - One from List A, **OR** Two from Lists B **AND** C

\_\_\_ Criminal Background Check  
The State of Illinois requires all applicants to be fingerprinted for background check.  
Please make an appointment with Bloomingdale School District 13 Human Resources:  
(630) 893-9590