

Substitute Teacher Application

Greetings from Elizabeth City – Pasquotank Public Schools,

Thank you for your interest in substituting for the Elizabeth City – Pasquotank Public Schools. To be considered for employment, all applicants must have completed all application requirements.

Substitute Requirements:

- Online application <https://www.ecpps.k12.nc.us/departments/human-resources> or <https://nc.teachermatch.org/signin.do>
- Official College Transcript(s) showing 60 semester college credits or 90 quarter hours
- Employment Background Authority to Release Forms 1 and 2
https://www.ecpps.k12.nc.us/uploaded/Departments/Human_Resources/Page_1_-_Authority_To_Release_Form.pdf
- https://www.ecpps.k12.nc.us/uploaded/Departments/Human_Resources/AUTHORITY_FOR_RELEASE_FORM.pdf
- Include three (3) Professional References on the application (the referees will be sent an E-Reference Form to be completed and submitted electronically)

Process to Become a Substitute Teacher:

1. Submit a completed electronic online Generic Substitute application via Teacher Match
2. Upload official transcript(s) and Authority to Release Forms 1 and 2 to the online application.
3. Once the requirements have been satisfactorily met, and approved for employment, an invitation to attend Substitute Teacher Workshop will be extended via email.
4. After the completion of Substitute Teacher Workshop, an appointment will be scheduled to receive SmartFind login and badge.
<https://pasquotankcountysd.eschoolsolutions.com/logOnInitAction.do>

Helpful Tips:





- Recommend using Chrome, Firefox or Safari as the supporting internet browser. Internet Explorer is not compatible.
- All new users must register prior to login.
- All applicants are required to have an email address to complete an online application.
- Upon completion of signing up, applicants will receive a notification to authenticate email address (applicant will not be able to proceed with the application until an email address has been verified).
- When selecting your job preferences, the following must be selected for ECPPS
 1. Geography – **Rural**
 2. Type – **Public**
 3. Regions – Click on the word **South** | click on the word **South Atlantic** | and click in the box **North Carolina**

Feel free to contact Kim Respass at 252-335-2981, ext. 128 or via email (krespass@ecpps.k12.nc.us) if you have any questions or need additional information regarding employment.















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New Hire Subs [EDIT](#)

01.	(Only choose one) NC-4	100%	
02.	Direct Deposit Authorization *	100%	
03.	Health Form *	100%	
04.	I-9 *	100%	
05.	I-9 Supporting Documents *	100%	
06.	W-4 *	100%	
07.	Emergency Contact Information Form *	100%	
08.	ECPPS Staff Information *	100%	
09.	Voluntary EEO Identification *	100%	
10.	Staff Schedules and Work Week *	100%	
11.	ECPPS Staff Technology Responsible Use *	100%	
12.	Sub Info Form *	100%	

* Required tasks

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Retiree Substitute Check-List [EDIT](#)

01.	NC-4 *	0.00	
02.	W-4 *	0.00	
03.	Direct Deposit Form *	0.00	
04.	Emergency Contact Form *	0.00	
05.	Substitute Information Form *	0.00	

* Required tasks

[Print Checklist](#) | [Download Checklist](#) | [Print Summary](#) | [Print All](#) | [Print All](#)

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