

Kelly Services Substitute Teacher Checklist

Thank you for your interested with Kelly Educational Staffing! Here are the items you'll need to gather/complete before your orientation date can be scheduled by our office.

Please complete the necessary steps as directed and remember that drug testing and fingerprinting take several days to process.

Please complete these steps ASAP so you will be ready for hiring ASAP!

Before you can start working you will need to:

Phase I

- 1 – Complete the eRegistration (on-line application).
- 2 – Provide proof of education (Diploma or Transcripts recognized by the US Department of Education).
- 3 – Provide two Reference Letters (Informal letters or emails of recommendation by non-family members).
- **4 – Complete the on-line Kelly Class Smarts training and have a passing result for the test**
- **5 – Schedule and complete your State Fingerprinting appointment**
- 6 – Call the branch at 904-404-0077 once you have completed the above steps to get scheduled for an Orientation.

Phase II

- 7 – Complete and pass the Drug Screening which will be scheduled by our office.
- 8 – Attend Orientation
 - Complete I-9/NowHire (bring 2 forms of ID that show that you are eligible to work in the United States one being a photo ID)
 - Attend 2-3 Hour training

Once the above has been completed you will be activated and ready to start working.

Should you have questions please feel free to contact me at 904-404-0077 or Stephanie_Stone@kellyservices.com and I will assist you.

Thank you,