



AESOP – Substitute Employee Information

Please complete the following information so that upon receipt of your FBI/BCI WebCheck's we can enter your contact information into our electronic employee database.

Name _____

Address _____

City, State, Zip _____

Preferred Contact Phone _____ Email _____

Birthday _____

Regular Employee Yes No Certified Classified
Substitute Yes No Certified Classified

Configurations: JOB TITLE _____ (Grade Level and/or Subject)
BUILDING(S) _____

Licensure: _____

Position to Substitute: _____ Bus Driver
_____ Custodial
_____ Cook (copy to Abby)
_____ Paraprofessional
_____ Media Aide
_____ Student Monitor
_____ Secretary

Preferred Lists: _____ District
_____ High School Preferred Subjects: _____
_____ Middle School Preferred Subjects: _____
_____ Elementary Preferred Grade: _____

FOR OFFICE USE ONLY: Once employee has been set-up please contact with log-in ID and PIN ID.
(When complete, return to HR for personnel file)

_____ BOE Meeting _____ Aesop _____ Welcome Letter _____ ID Badge _____ Sub Register