

# HOW TO APPLY FOR A SUBSTITUTE SERVICE PERSONNEL POSITION

In the past, we have accepted Service Personnel Applications on a daily basis, and notified the applicant whenever we gave the test for that classification. This procedure, has created problems when people change their addresses and telephone numbers without notifying the Personnel Department. When that happens, notices of the test do not reach those applicants and after the fact, applicants complain that they didn't know we were giving a test. Therefore, to make the application process fair to all employees, effective **March 9, 2018**, we no longer accept substitute employment applications prior to our need for additional substitute employees in a given classification area. Therefore, we will follow the procedure outlined below.

- We no longer receive applications year round.
- When we need **SUBSTITUTES** in a given area we will post the intent to hire substitutes on our website.
- Posting information may be found at <https://www.wayneschoolswv.org/>
- We will post the intent to hire additional substitute employees for a minimum of five days.
- At the close of the posting period, we will notify applicants of the test date and location by email.
- Those who pass the test will be contacted by email with further instructions on what other documentation we will need. (Food Handlers for Cook, CPR for Aide, LPN license for LPN/Aide, contact Transportation Dept. for Bus Operator requirements 304-272-5164)
- Those selected to continue with the hiring process will be required to submit to a State Criminal Background Check. Please go to the following website and input the service code and facility code: <https://uenroll.identogo.com> **Service Code: 228QN5 and Facility Code: UEWV00237**
- Those selected will be required to obtain a Pre-Placement Physical Exam. The contact information for that facility is: Huntington Physical Therapy @ 304-525-4445
- Those who complete all steps successfully may then be offered employment as a substitute employee.
- If you already have an application on file, you will still need to follow the new procedure, as we will no longer be notifying you of testing dates.

Thank you for your interest in Wayne County Schools. We suggest that you check our website weekly for substitute employment opportunities. If you have additional questions, you may contact the **Personnel Department** by calling 304-272-5116 ext. 346 for Shannon Stanley, Personnel Secretary.

Chanda Perry,  
Director of Human Resources  
Wayne County Schools