

Substitute Teacher applicants must hold an Indiana Teacher License **or** must obtain an Indiana Substitute Teacher Certificate.

To obtain an Indiana Substitute Teacher Certificate, please see requirements and instruction at **<https://www.doe.in.gov/licensing/substitute-permits>**. You will be directed to create a profile via Licensing Verification and Information Systems (LVIS) Instructions on How to Obtain a Substitute Teacher Certificate.

Please notify us at 812-735-4434 that you have applied. Once you have received and downloaded your Substitute Teacher permit, it is your responsibility to forward a copy to the administration office.

Your name will be added to the North Knox Substitute Teacher List when the following documentation is on file.

Copy of teaching license or substitute certification

Non Certified Employment Application

Form I-9 (with appropriate documentation, example: copy of driver's license and social security card)

Indiana New Hire Reporting Form

Form W-4

Form WH-4

Direct Deposit Form

Completed Background Check (Link found under Human Resources tab on North Knox School Corporation website)