

Albertville City Schools
NON CERTIFIED SUBSTITUTE APPLICATIONS
(Lunchroom, bus driver, custodian)

We appreciate your interest in substituting within our system. Listed below is the information that needs to be included with your application.

1. Completed application
2. Complete, sign and date the two (2) tax forms
3. Complete, sign and date the Employment Eligibility Verification form. Bring your driver's license and social security card with you.
4. Fingerprint Registration Procedure:
You will need to log on to the following website to register and pay for your fingerprints: www.cogentid.com/AL .
The cost for fingerprinting is \$54.15. You can pay online or at the site with a money order made payable to Cogent Systems. No cash or checks will be accepted.
You will need to call, 256-891-1183 ext. 201 to schedule fingerprint appointment.
6. Direct Deposit form:
Fill out and include voided check.
7. TB test:
You can get this at the Health Department in Guntersville. Include the results with your application.
8. Payroll letter:
This letter tells you the ending dates for payroll. Keep this letter for reference.