



NEW SUPPLEMENTAL NON-DISTRICT APPLICANTS

Instructions for New Applicants

1. Go to Central Office (7030 Coffman Road) for a background check (BCI and FBI).
 - If this is a paid position, the cost is \$46 (either cash or check made payable to Dublin City Schools). **You may also bring your social security card and drivers license with you when you come in for your background check (See #4 below*).**
 - *If this is a volunteer position, there is no charge for the background check and you do not need to fill out an online application.*
 - **Note:** If you have completed a background check within the last 12 months **and** can provide us with a hard copy of the results, you do not need to do a background check with us. You will, however, need to turn in a copy to Human Resources of both the BCI and FBI results.
2. Fill out an online application.
 - Go to Dublin City Schools website: www.dublinschools.net, click on the **Employment** tab, click on **Supplementals/Athletic Job Openings**, click on **Online Application** link to the right.
 - Start a new application. Skip the 4th page "Vacancy Desired" and click Next. On #5, "Position Desired" of the application, please **scroll down** and select **Supplementals (near the bottom)** and either Academic or Athletic (**do not** check the 2nd heading Athletics/Activities near the top), then Next. (If you choose other job classifications, the application will be much longer.) Continue to fill out all pages and **Finish and Submit**.
3. After your background check has cleared and you have filled out an online application, you will receive a packet of new hire paperwork by email to fill out online. If you do not see the email, please check your spam file. You may contact Vicki Lyding at 614-760-4387 or by email lyding_vicki@dublinschools.net if you still don't see the email.
4. Fill out all of the online forms and submit.
 - It is required for you to upload a voided check or a print out from your bank with your account information to go along with your direct deposit form.
 - Also, you will need to come to Central Office with your social security card and drivers license necessary for the completion of the I-9 (Employment Eligibility Verification) form. They are both also needed for processing your paperwork in payroll. ***You may, if you choose, bring your social security card and drivers license with you when you come in for your background check to save yourself an additional trip to Central Office.**
 - All forms must be completely filled out and submitted in order for you to be paid.
5. Once you are board approved, you will receive a contract from the Athletic Director for you to sign.

Please feel free to contact me with any questions you may have.

Vicki Lyding
Administrative Secretary, Human Resources
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