

****PLEASE READ****

Substitute Hiring Process

Applications must be completed and submitted to the SAU 16 Office. The application will be forwarded to the appropriate school for review and the applicant will receive a letter with the name of the school administrator to contact for an interview. Once an interview is scheduled and has been completed, references are checked and the application form is returned back to the Personnel office.

The applicant will be contacted by the SAU 16 office to set up an appointment to be fingerprinted, and complete all other required paperwork. Appointments are scheduled between 8:30am and 3:30pm, Tuesday, Wednesday or Thursday.

Approved substitutes will need to bring the following to the fingerprinting appointment:

~ A passport or two other forms of identification (most commonly driver's license and birth certificate, or driver's license and social security card)

AND

~ A check for the background check/fingerprinting (check payable to the State of NH - Criminal Records). The State will **NOT** accept cash.

SAU 16
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Exeter NH 03833
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Fax: (603) 775-8673
www.sau16.org