

**THIS FORM IS FOR FORMER CCPS SUBSTITUTE TEACHERS ONLY**

**Application To Reapply For Substitute Teaching**

**MINIMUM REQUIREMENT TO APPLY:**  
**MUST HAVE AT LEAST A 4-YEAR BACHELORS DEGREE FROM AN ACCREDITED**  
**INSTITUTION**

I am a former substitute teacher for Clayton County Public Schools. It has been LESS THAN 2 YEARS since I was an active substitute. I understand that my file will be reviewed and if selected to be hired again, I will be contacted to complete the process. It is not possible to hire everyone that applies.

I understand that if I am selected to be hired again, I will be required to complete a fingerprinting/background check at the cost of \$45.00 (cash only) The fingerprinting/background check will be conducted only at the Human Resources Office by appointment only.

*NOTE: If it has been more than 2 years since you were a substitute for Clayton County, this form is NOT for you. You will need to complete an online substitute application. If you are selected again to be hired, we will contact you.*

Clayton County Public Schools requires a new fingerprinting for anyone who has not been on our payroll for 70 days.

Print Name: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone : \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you currently a retiree drawing a pension from the Georgia Teacher Retirement System? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: You will only be contacted if you are selected to be reactivated.**

Return this form to: Beverly Croy  
Human Resources  
1058 Fifth Ave.  
Jonesboro, GA 30236  
[bcroy@clayton.k12.ga.us](mailto:bcroy@clayton.k12.ga.us) or FAX to 770-473-2757