



## **Becoming a Substitute for Uintah School District**

### **1. Fill out an application**

Go to [www.uintah.net](http://www.uintah.net) > Click on the Employment icon (looks like a briefcase under the picture banner) > Click on ALL JOBS > Select Uintah School District Substitute and click on **APPLY**, Create, or sign into your Applicant Tracking account.

Upload the following items:

3 Reference letters and Transcripts or Teaching License (Expired or Current), if applicable.

**(Incomplete and unsubmitted applications will not be considered)**

### **2. Attend the Basic Substitute Training Course at UbTech**

First time Substitutes must attend one of the scheduled trainings before they start substituting for Uintah School District. If you hold a teaching license, you do not have to attend this training. The training course fee \$16.00 paid to UbTech at the time of sign up. **Attending the optional Certified Training will qualify you for a pay increase.**

Signup online at: <https://portal.ubtech.edu/Portal/Courses/List?key=22>

### **3. Must pass Background check**

Conducted by Uintah School District at your cost of \$33.25 (Exact Cash, Debit or Credit Accepted) every Wednesday and Thursday by appointment only. **After you have completed steps 1 & 2 you will be emailed the appointment link.**

**a. Please bring with you 2 forms of ID to your appointment (a valid Driver's License, SS card, Birth certificate, or Passport)**

### **4. Fill out New Hire Packet**

This will be sent to you after your background check has been approved. This email will be sent to the email that is linked to your application account.

If you have any questions, please contact Kalie Barrett in Human Resources at [kalie.barrett@uintah.net](mailto:kalie.barrett@uintah.net) or 435-781-3100 x. 1008