



## North Lake School District No. 14

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57566 Fort Rock Road, Silver Lake, OR 97638 ♦ 541-576-2121 ♦ FAX 541-576-2705

### **Classified Sub Application Procedure**

**Unsolicited applications that are submitted after the deadline will be held until the next classified sub hiring period (1-2 times a year)  
Incomplete applications will not be considered.**

**Individuals who believe they possess the desired qualifications should submit a complete North Lake School District application to:**

North Lake School District #14  
Attn: Janet Waldron, Office Manager  
57566 Fort Rock Road  
Silver Lake, OR 97638

**Upon receiving complete applications, the district will:**

- Run a volunteer background check. (\$5 – District will pay this cost)
- Schedule 12 volunteer hours in 2-3 different classrooms. (This is unpaid time to assess your skills and see if you would be a good fit here. No job offer is implied at this point.)

**If we decide to offer you a position as a classified substitute, the following will need to be completed, in order, before you can be officially hired:**

- Drug Screen (Cost \$40- you will be reimbursed by the school upon favorable results)
- Fingerprinting (\$59 – District will pay this cost)
- Payroll documents completed (Same time as fingerprinting or on training date)
- 2 hour Mandatory training (This will be paid time)