

TO: All Applicants interested in Substituting at North Kitsap School District
FROM: Human Resources
SUBJECT: Application Process for Substitutes

Thank you for your interest in substituting for North Kitsap School District.

- 1) Submit an online application (go to www.nkschools.org, select Employment>Current Job Openings).
- 2) We will review your submitted application.
- 3) Upon approval of your application, we will invite you to come in for a substitute orientation. *We hold the orientations regularly throughout most of the school year so you will have several dates to choose from. For planning purposes, you must RSVP for the date that works for you.*
- 4) Once you've attended the orientation (and have supplied all the necessary paperwork), you'll be good to go!

Once you have submitted your application, be sure to keep checking your email for updates - that is how we communicate with you.

Human Resources
(360) 396-3007
FAX: (360) 396-3935
www.nkschools.org
email: hr@nkschools.org