

**Oyster River Cooperative School District
Personnel Office**

36 Coe Drive
Durham, NH 03820

(603) 389-3293
Fax (603) 868-6668

Substitute Hiring Procedure

Applications must be completed or submitted in person to the SAU office, located at 36 Coe Dr., Durham, NH or through Applicant Tracking System, <https://www.applitrack.com/orcsd/onlineapp/>. The application will then be forwarded to the appropriate school(s) for review. Interviews are arranged by the individual schools and take place at the school level.

Once an applicant has been approved by the interviewer, the interviewer is to verbally check and document 3 references. The approver is to indicate in the upper corner of the application that the application is approved, along with the approval date and the approver's signature. The approved application and completed references are then returned to the SAU. The applicant will be contacted by the SAU office to set up an appointment to schedule the fingerprinting, criminal record background check, and complete the other necessary paperwork.

Appointments are scheduled between 8:30am and 3:30 pm, Monday through Friday.

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

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