

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

---

- 1) Submit an online application (go to [www.nkschools.org](http://www.nkschools.org), select Employment>Current Job Openings).
- 2) We will review your submitted application.
- 3) Upon approval of your application, we will let you know via email and assign three online courses for you to complete.
- 4) When you have completed the courses, 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.*
- 5) Once you've attended the orientation and completed all of the required paperwork, you'll be good to go!

**After 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](http://www.nkschools.org)  
Email: [hr@nkschools.org](mailto:hr@nkschools.org)

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