



Thank you for your interest in becoming a Substitute for
Montrose and Olathe Schools!

Support Personnel/Paraprofessional Subbing - Positions include:
Classroom Aides, Secretarial, Custodians, Cooks, Library or Technology support
staff.

Please follow the steps below to be considered for a Substitute position.

1. **Complete the Applicant's Oath on the following page and return it to the HR Department of Montrose County School District.** This document will notify us of your intent to apply as a Support Staff Substitute and provide the necessary information for our office to obtain your fingerprint results and track your application.
2. **Complete Fingerprinting Process:**
 - Please visit the [IdentoGO](https://uenroll.identogo.com) website: <https://uenroll.identogo.com> and enter the service code below. You will need to create an account and schedule your fingerprint appointment from this site.
Codes you will need to complete your account and appointment setup:
Service Code: 25YFY4
OCA Number: CONCJ1426
 - The average cost for processing is \$49.50 -personal checks/cash are not accepted. Please be prepared to pay by Credit/Debit Card. Fees are non-refundable.
 - Valid Photo ID is required.
3. **Complete the District Online Application**
<https://www.applitrack.com/mcsd/onlineapp/>
4. Once your Fingerprints have cleared and you have completed the online application, your information will be reviewed. Our office will contact you to complete the additional online forms and schedule a required Substitute Workshop should you be selected to become a substitute.

For further questions or assistance, please contact Danice Kindall, HR
Generalist @ (970) 252-7906 or danice.kindall@mcsd.org



APPLICANT'S OATH

Position Applying For: _____

APPLICANT: _____
(Last) (First) (M.I.) (Maiden)

SOCIAL SECURITY NUMBER _____ **DATE BIRTH** _____

I am the above listed applicant and I do hereby certify under penalty of perjury, either:
(Check Which Option Applies)

1. _____ **I HAVE NEVER BEEN** convicted of a felony* or misdemeanor* (other than a misdemeanor traffic offense infraction).

OR

2. _____ **I HAVE BEEN** convicted** of a felony or misdemeanor (not including a misdemeanor traffic offense or traffic infraction) and I have attached documentation which specifies the felony or misdemeanor of which I was convicted, the date of the conviction(s) and the name and address of the court which entered the judgment or conviction.

* A person is deemed to have been convicted of committing a felony or misdemeanor if such person has been convicted under the law of any other state, the United States or any territory subject to the jurisdiction of the United States of an unlawful act which, if committed within this state, would be a felony or misdemeanor.

** "Convicted" means a conviction by a jury or by a court and shall also include the forfeiture of any bail, bond or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere and the imposition of a deferred or suspended sentence by the court.

I hereby affirm that all information on and with this oath is true and complete to the best of my knowledge. I understand that any intentional misrepresentation of facts may result in denial of certification and that falsification of statements on and with this attestation may be punishable by law. I further affirm that the fingerprint card will be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation and that they will keep the actual fingerprints on file. I understand that I have the right to challenge any information provided by the FBI record and have received information with the instructions to do so.

Signature of Applicant

Date

For Office Use Only:

Received By: _____

Date: _____

Fingerprint Results Received On: _____