

## Substitute Teacher Onboarding Checklist

Please ensure you have all the documents listed below **before** starting your onboarding application.

- ❑ Alberta Teaching Certificate
- ❑ Void cheque or direct deposit form (available from your bank)
- ❑ Vulnerable Sector Check (current within 6 months)
- ❑ Tax Forms (TD1 And TD1AB)
- ❑ Resume
- ❑ TQS Statement indicating years of Education (This document is not required immediately- You may complete your onboarding process without this document)

