



SUBSTITUTE CUSTODIAN HIRING PROCESS

and REQUIREMENTS for CLAY COUNTY DISTRICT SCHOOLS

*** Please note that the hiring processes, procedures, and costs are subject to change ***

Minimum criteria for becoming a substitute custodian:

- Must work at least 4 assignments per month

To complete the application and hiring process you will need to:

- Provide two letters of reference
- Provide a voided check or direct deposit enrollment form (from your bank). This information is required to submit with our Direct Deposit form for payroll purposes
- Complete the on-line application via eRegistration (this will be emailed to you from **Kelly Services Onboarding**)
- Attend a Virtual Orientation session
- Be prepared to be fingerprinted for Clay County District of Schools at our office
- Be prepared to complete a drug screen

Pay Rate:
\$9.00/Hour

Kelly Education
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20HF@kellyservices.com