

Johannesburg-Lewiston Area Schools

Application/Enrollment Instructions for Substitute Teachers/Aides/Cafeteria

All substitute positions are hired through PCMI Services and then assigned to available positions at JLAS. PCMI's website is <http://pcmiservices.com>

PCMI has a two-step online application/enrollment process referred to as Packet 1 and Packet 2.

Packet 1 contains an application and the Global Compliance Network online tutorials which are required of all employees. To complete packet 1 go to the PCMI website and click on the Apply Now tab.

Once Packet 1 is finished please complete the following steps:

1. Complete the JLAS Personal Information Form.
2. Come to the Johannesburg-Lewiston Area Schools Central Office.
 - a. Bring your completed Personal Information Page
 - b. Pick up a Livescan fingerprinting request form**
3. Return the completed Livescan Form to the Central Office once you have been fingerprinted.

**If you have already been fingerprinted through another school district, download the Criminal History Release form. Bring the completed Criminal History Release form to the Johannesburg-Lewiston Area Schools Central Office.

PCMI will contact you to complete Packet 2 once Packet 1 has been satisfactorily completed. Packet 2 contains additional employment documentation such as proof of identification, tax forms and/or direct deposit information.

Once PCMI has processed all your paperwork, you will be notified via e-mail that you are in compliance.