



Ashland-Greenwood Public Schools
District Office
1842 Furnas Street
Ashland, NE 68003
402-944-2128

Thank you for your interest in Ashland-Greenwood Public Schools. Below lists the necessary steps in becoming a substitute teacher.

- Applicant should hold a valid Nebraska Teaching Certificate.
- Contact the building administrator of the appropriate school building to express your interest in becoming a substitute.

Please complete the following paperwork and return to the District Office

- Application via AGPS website: <https://agps.tedk12.com/hire/index.aspx>
- A link will be forwarded to applicants for employee background/screening check.
- I-9, Employment Eligibility Verification, complete page 1, Section 1 and sign. Return page 1 & 2. Two forms of identification from the List of Acceptable Documents will need to be provided to the District Office.
- Credit Authorization.
- W-4 form.
- W-4N form.
- Your teaching certificate must be registered with the District Office.
- Please advise the District Office if you are working for other school districts.

If you have any questions regarding this paperwork please feel free to contact Jill Finkey the District Office for assistance.

Once all paperwork is complete and received by the District Office and the employee screening is complete, you will be recommended to the Board of Education for approval as a substitute employee.