



HOW TO APPLY for new substitutes



1. Go to www.willsub.com
2. Click on the **GREEN START** button located at the right side of the page.
3. Create the account, make sure that your password shows as **STRONG**
4. Check the email address that you used to create the application- search for no_reply@willsub.com. This email will expire after 24 hours.
5. Open the email and click on "START APPLICATION".
6. Re-enter your password you used to create the account.
7. Finalize the information and then click **CREATE APPLICATION**

Tips:

- You must have a valid email address to apply. WillSub uses emails as a frequent mode of communication.
- Do not list college education unless you are going to also upload OFFICIAL copies of your transcripts. Official transcripts are necessary to be a substitute teacher and obtain a substitute teaching permit. You are eligible to sub teach if you have 60 credits from an accredited college/university.
- For the reference section you must list three references with valid email addresses
- Make sure you get fingerprinted as soon as possible per the instructions given to you by the district.
- You will be required to provide valid Id's for the 1-9 form. Copies of 1-9 documents; normally a driver's license & your social security card OR birth certificate (A valid passport, it will cover both ID's).

***For application help contact our Employee Engagement Team
at 877-855-7264 or email them at hrrmidwest@ess.co***