



## Employment Process

Please fill out the substitute teacher new hire packet located on the Substitute main page. Mail/Fax/email to: MEP Services, Attn: Michele Samoylov, 869 S. Old US 23, Suite 500, Brighton, MI 48114. Fax# (810)229-5402, email: [hr@mepservices.com](mailto:hr@mepservices.com).

Along with the new hire packet, please provide:

- Official Transcripts OR valid teaching certificate

First day substitute teaching complete 1-9 Form and copies of Identification as outlined at the school office.

On the first page of the new hire packet, please indicate which school(s) you are interested in subbing for.

Please review the Substitute Employee Handbook located on the Substitute main page and sign the acknowledgement in new hire packet.

Once you submit your paperwork to MEP Services, it may take anywhere from 1-3 weeks to complete your file. MEP Services must request unprofessional conduct checks and fingerprint results, occasionally there is a delayed response from past employers in providing this documentation. We appreciate your patience as we complete your file.

Once MEP Services receives all required documentation for your file, you will be contacted for further information regarding AESOP, our automated substitute system.

\*\* If you are interested in working for Summit Academy and/or Summit Academy North, please contact Jessica Serbantez at (734)379-9766. Interested in Ann Arbor Learning Community please email [aalc@annarborlearningcommunity.org](mailto:aalc@annarborlearningcommunity.org). These schools require all substitutes to attend an orientation at the school.