

Community Unlimited Substitute Paperwork



- Please return this packet to the classroom that gave it to you. We will also need you to bring in a color copy of your driver's license and your social security card (or other item(s) as listed on the I-9 acceptable documents form).
- If you live or work within the City of Battle Creek, you will also need to complete Battle Creek Withholding Certificate. This can be found on our website (www.communityunlimited.org, employment tab) or you can ask the classroom to print one for you.
- Complete the following information:
 - Name: _____
 - Location(s) willing to substitute:
 - Lakeview
 - Pennfield
 - Harper Creek
 - Union City
 - Tekonsha
 - Homer
 - Any time or day restrictions that you need us to know of?

- Can we text you? Yes No Cell Phone: _____

Please see the training information on our website (www.communityunlimited.org, Employment tab) regarding our classroom curriculum and handbook.

If you have any questions, please call or email me.

Jolene Yeakey

HR Manager

Community Unlimited

517-741-4656

jyeakey@communityunlimited.org