



# HOW TO APPLY

1. Go to [www.willsub.com](http://www.willsub.com)
2. Click on the **GREEN START** button
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](mailto:no_reply@willsub.com)
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. *The coaching position does not require college education. Please select 'no college attended'.*
- Make sure you list references that have VALID email addresses. You must provide at least 3 references. If you choose to upload reference letters instead, the letters must have a valid signature.
- 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 of these ID's).