

TRI-COUNTY SCHOOLS SUBSTITUTE TEACHER APPLICATION

(also available at our website [ww.tricountyesc.org](http://www.tricountyesc.org))

Date _____

Mr. Mrs. Miss _____ E-mail _____

Address _____ Phone No. _____

_____ Alt. Phone No. _____

Other names which may appear on official documents (e.g. maiden) _____

In case of an emergency notify:

Name _____ Phone No. _____

Check Employment Preferences (applicant may change these through a call to our office):

_____ I wish to serve all Schools in: _____ Ashland County Schools
_____ Holmes County Schools
_____ Wayne County Schools

_____ I wish to serve only: _____

_____ Days or dates I'm not available: _____

_____ I would prefer: No Preferences _____ Middle Childhood (4-9) _____
Early Childhood (Pre K-3) _____ Adolescent-Young Adult (7-12) _____

_____ I am willing to work with special needs children.

_____ I would be willing to sub ½ day if needed.

_____ I would also be interested in serving as a tutor for hire by parents or schools.

_____ I have tested positive or have been exposed to Tuberculosis.

_____ I was born in a country other than the United States.

_____ I have resided outside of the United States for more than 30 consecutive days.

NOTE: A VALID OHIO TEACHING LICENSE must be on file in the Tri-County Educational Service Center before you can be officially employed or paid. If one is not on file from previous years, bring it in so a copy can be made and filed. You will retain the original. We require all BA/BS only and temporary substitute licensed applicants to attend our **New Substitute Teacher Orientation prior to substituting. All other substitute applicants are also suggested to register for an orientation.**

For Office Use:

_____ Application
_____ Signed Contract
_____ Valid Ohio Teacher License
_____ Transcripts

_____ I-9 Form (copy SS & DL)
_____ BCI & FBI Check
_____ Completed Orientation
_____ Skin Test (TB test may be required)

(over)

Rev. 3/18/2016

OTHER LEGAL

READ CAREFULLY

All applications for employment are subject to a criminal records check through the Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation pursuant to the authority of Section 3319.32 and Section 109.57, Revised Code.

Please see the following list of disqualifying crimes:

- | | | |
|--|---|--|
| Aggravated Murder | Corruption of a Minor | Illegal Use of a Minor in Nudity-
Oriented Material/Performance |
| Murder | Gross Sexual Imposition | Aggravated Robbery |
| Voluntary Manslaughter | Sexual Imposition | Robbery |
| Involuntary Manslaughter | Importuning | Aggravated Burglary |
| Felonious Assault | Voyeurism | Burglary |
| Aggravated Assault | Public Indecency | Abortion Without Informed Consent |
| Assault | Felonious Sexual Penetration | Endangering Children |
| Failing to Provide for Functionally
Impaired person | Compelling Prostitution | Domestic Violence |
| Aggravated Menacing | Promoting Prostitution | Carrying Concealed Weapons |
| Patient Abuse or Neglect | Procuring | Having Weapons While Under Disability |
| Kidnapping | Prostitution | Improperly Discharging Firearm at
or into Habitation or School |
| Abduction | Disseminating Matter Harmful to
Juveniles | Corrupting Another with Drugs |
| Child Stealing | Pandering Obscenity | Drug Trafficking |
| Criminal Child Enticement | Pandering Obscenity Involving a Minor | Alteration of Food |
| Rape | Pandering Sexually Oriented
Material Involving a Minor | |
| Sexual Battery | | |

I have read the above list of disqualifying crimes

_____ **Employee Signature**

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE TEACHER
ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS
UNDER PROVISIONS OF RC 3319.10
(Signature required below)**

The Ashland City, Ashland – W. Holmes Career Center, , Central Christian, Chippewa Local, Dalton Local, East Holmes Local, Green Local, Hillsdale Local, Loudonville-Perrysville Ex. Village, Mapleton Local, Norwayne Local, Northwestern Local, Orrville City, Rittman Ex. Village, Southeast Local, Triway Local, Wayne Co. Schools Career Center, West Holmes Local, Wooster Christian, Wooster City and the Tri-County Educational Service Center (“The Board of Education”) and the undersigned (“Substitute”) agree to this contract to employ said substitute teacher on a substitute, temporary or casual day-to-day basis for assignment as services are needed to take the place of regular staff during the current school year.

- 1. The substitute teacher agrees to work upon request of the Local Superintendent or his designee, hours or days as needed and as scheduled by the Local Superintendent or his designee. It is expressly understood that the Board of Education does not guarantee any minimum number of work hours or work days, for the substitute teacher. The work hours or work days of the employee may be increased, decreased, or made unnecessary, as determined by the Local Superintendent or his designee. It is further understood that teachers employed as substitutes on a casual day-to-day basis are not entitled to the notice of nonrenewal ordinarily required for limited contracts under RC 3319.11.*
- 2. For work performed as requested and as authorized by the Local Superintendent or designee, the Board of Education shall pay the employee the rate(s) it has adopted. Any period of time less than one half day is normally considered one half day for pay purposes. The employee shall not be entitled to Board paid insurance, paid leave days, or any other fringe benefit accorded to regular teachers.*
- 3. It is understood that this contract is renewable from year to year upon the proper submission of a health card, valid teaching certificate, and an application form.*

Employee Signature

President, Tri-County Educational Service Center

Date

Treasurer, Tri-County Educational Service Center