

APPLICATION FOR SUBSTITUTE TEACHING

North Central Ohio Educational Service Center

Marion Campus
100 Executive Drive
Marion, Ohio 43302-4101
(740) 387-6625

Mansfield Campus
1495 West Longview Avenue, Suite 200
Mansfield, Ohio 44906-1872
(419) 747-4808

Tiffin Campus
928 West Market Street, Suite A
Tiffin, Ohio 44883-3053
(419) 447-2927

Date: _____

Name: _____ Phone Number: _____

Address: _____

City: _____ Zip Code: _____

Class of License (if applicable): _____ Substitute _____ Non-Bachelor Substitute
_____ Professional _____ Permanent

Teaching area(s)/validations listed on license: _____

Other areas in which you are willing to substitute: _____

Would you be willing to do tutoring? _____ Yes _____ No If yes, in what areas and grade levels?

Please mark the school(s) in which you are willing to substitute:

Crawford County	
<u>Buckeye Central Local</u> _____ High School _____ Middle School _____ Elementary School	<u>Wynford Local</u> _____ High School _____ Middle School _____ Elementary School
<u>Colonel Crawford Local</u> _____ High School _____ Intermediate School _____ Elementary School	_____ All Crawford County School Districts

Marion County	
<u>Elgin Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School	<u>Ridgedale Local</u> <input type="checkbox"/> Junior/Senior High School <input type="checkbox"/> Elementary School
<u>Pleasant Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School	<u>River Valley Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School
<input type="checkbox"/> North Central Ohio Rehabilitation Center <input type="checkbox"/> NCOESC Marion Preschool <input type="checkbox"/> Elgin Preschool <input type="checkbox"/> Pleasant Preschool	<input type="checkbox"/> Marion Preparatory Academy <input type="checkbox"/> All Marion County School Districts

Sandusky County	
<u>Fremont City Schools</u> <input type="checkbox"/> High School <input type="checkbox"/> Junior High School <input type="checkbox"/> Elementary School <input type="checkbox"/> Bus Aide	<input type="checkbox"/> All Fremont Buildings

Seneca County	
<u>Hopewell-Loudon Local</u> <input type="checkbox"/> Junior/Senior High School <input type="checkbox"/> Elementary School	<u>Old Fort Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School
<u>New Riegel Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Junior High School <input type="checkbox"/> Elementary School	<u>Seneca East Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Junior High School <input type="checkbox"/> Elementary School
<input type="checkbox"/> Seneca County Youth Center <input type="checkbox"/> Tiffin Developmental Center <input type="checkbox"/> North Central Academy <input type="checkbox"/> North Central Academy (Spec. Ed. Units) <input type="checkbox"/> Noble Elementary Spec. Ed. Classroom	<input type="checkbox"/> <u>Preschool</u> <input type="checkbox"/> Family Learning Center @ Sentinel <input type="checkbox"/> New Riegel <input type="checkbox"/> Seneca East <input type="checkbox"/> All Seneca County Districts

Richland County	
<u>Ontario Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School	<u>Shelby City</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School

Wyandot County	
<u>Carey Exempted Village Schools</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School	<u>Mohawk Local</u> <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School
<input type="checkbox"/> Wyandot Co. MRDD (Angeline) <input type="checkbox"/> <u>Preschool</u> <input type="checkbox"/> Carey <input type="checkbox"/> Upper Sandusky	<input type="checkbox"/> All Wyandot County Districts

Items needed to complete application: (office use)

<input type="checkbox"/> Completed Application	<input type="checkbox"/> I-9 Form and Documents (Employment Eligibility Verification)
<input type="checkbox"/> Transcript (if applicable)	<input type="checkbox"/> Current License
<input type="checkbox"/> BCI Report	<input type="checkbox"/> Board Approval Date
<input type="checkbox"/> FBI Report	

BOARD POLICY:

In order to have your name removed from the substitute teacher list, the request must be submitted in writing to the NCOESC.

CRIMINAL RECORD QUESTIONNAIRE

The following questions are to be answered by all personnel who have been offered employment with the North Central Ohio Educational Service Center.

Pursuant to Ohio Revised Code (ORC) 3319.39, any applicant under final consideration for appointment, or employment in a position with a board of education as a person "responsible for the care, custody, or control of a child," must submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation. Except as provided by ORC 3319.39 (B) (1), no school district may hire a person for one of these positions if that person has been convicted of or pleaded guilty to certain offenses listed in Senate Bill 38, as reported by BCII. Such offenses include: 1) any felony; 2) any drug offense that is not a minor misdemeanor; 3) any offense of violence; 4) any theft offense; 5) corruption of a minor; 6) sexual imposition; 7) importuning; 8) any substantively comparable offense of a municipal corporation.) Nor may a school district hire any person who refuses to submit to a criminal records check.

A school district is authorized to conditionally employ a person pending outcome of that person's BCII/FBI background check(s). If the results of the background check(s) indicate that the person is not eligible for the position in which he or she is employed, the school district must release the person from employment.

Information obtained by a school board from a BCII background search is confidential and not subject to disclosure. If you are not employed by this school district, the background check information will be destroyed.

If you have ever been convicted of one of the crimes listed in Revised Code Section 3319.39, you should answer "YES" and furnish the date, place the name of the offense for which you were convicted.

_____ Yes, I have such a conviction.

_____ No, I do not have a conviction, OR I do have such a conviction, my certificate/license has been reinstated after the conviction was reported to the State Board of Education.

Details of my conviction are:

The applicant understands that failure to reveal any crimes as indicated above will be cause for immediate dismissal.

Signature of Applicant

Date

Witness

Date