

APPLICATION FOR SUBSTITUTE TEACHING

North Central Ohio Educational Service Center

Marion Campus

333 East Center Street
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

REQUIREMENTS

The following items are needed *prior* to board approval:

NCOESC Substitute Application

Ohio Teaching License and Transcript(s):

A valid Ohio teaching license and transcript must be on file in our office.

If you hold a bachelor's degree, you are eligible to apply for a 1 year **or** 5 year substitute license. To apply, you need to submit the following items: application, "**official transcript**" showing the bachelor degree (**grade reports and diplomas are not acceptable**) and check or money order (payable to Treasurer, State of Ohio). Click the following link to download ODE license application: www.ode.state.oh.us/teaching-profession/teacher/certification_licensure/PDF/substitute.pdf **Your application must be brought to NCOESC for signature of the ESC Superintendent along with a check or money and transcript(s).**

I-9 Employment Eligibility Verification Form: Go to the NCOESC website (www.ncoesc.org), click services, downloads and the I-9 form is there to download.

Under Title IX, an applicant must be an American citizen or qualified to work in the U.S. If you are employed by the Educational Service Center or any of the local districts, you will need to complete an Employment Eligibility Verification Form (I-9), required by the Immigration Reform & Control Act of 1986. Employees must provide documents that establish both identity and employment eligibility.

One document from **LIST A**: U.S. Passport **OR**

One document from **LIST B and LIST C**:

List B: 1) Driver's License 2) ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3) School ID card with a photograph 4) Voter's registration card 5) U.S. military card or draft record.

List C: 1) U.S. social security card 2) Certification of Birth Abroad issued by the Department of State 3) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.

Division of Homeland Security Declaration:

Pursuant to the Ohio Revised Code Sections 2909.32, 2909.33 and 2909.34, all candidates under final consideration for public employment must complete and submit a declaration regarding material assistance/non-assistance to a terrorist organization (DMA) form with their applications.

Criminal Background Check:

As of November 19, 2007 all applicants must have BCII and FBI criminal background checks completed before they can be Board approved. The NCOESC is open for criminal background checks Monday through Friday from 8:00 AM until 3:45 PM.

Date: _____

Name: _____ Phone Number: _____

Address: _____

City: _____ Zip Code: _____

Class of License: _____ Substitute _____ Provisional _____ Professional _____ Permanent
_____ License

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

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:

Seneca-Wyandot County

Bettsville Local

_____ High School
_____ Elementary

Old Fort Local

_____ High School
_____ Elementary

Carey Exempted Village Schools

_____ Colonel Crawford Elementary
_____ Carey High School

Seneca East Local

_____ High School
_____ Jr. High
_____ Elementary

Hopewell-Loudon Local

_____ High School
_____ Elementary

Preschool

_____ Family Learning Center @ Sentinel
_____ Carey
_____ New Riegel
_____ Upper Sandusky

Mohawk

_____ High School
_____ Elementary

_____ **Seneca County Youth Center**

_____ **Wyandot Co. MRDD (Angeline)**

New Riegel Local

_____ High School
_____ Elementary

_____ **All Seneca-Wyandot County Districts**

Marion County

Elgin Local

- High School (Marion)
- Jr. High School (Green Camp)
- Elgin South (Prospect)
- Elgin West (LaRue)

Pleasant Local

- High School
- Middle School
- Elementary

All Marion County School Districts

Ridgedale Local

- Jr./Sr. High
- Elementary

River Valley Local

- High School (Caledonia)
- Middle School (Caledonia)
- Heritage Elementary (Marion)
- Liberty Elementary (Caledonia)

MARCA Preschool

Edward Ruzzo Juvenile Center

Union County

North Union Local

- High School (Richwood)
- Middle School (Richwood)
- Elementary (Richwood)

Sandusky County

- High School (Fremont City)**
- Jr. High (Fremont City)**
- Elementary (Fremont City)**

Items needed to complete application: (*office use*)

- Completed Application
- Transcript(s)
- Current License
- BCI Report
- FBI Report
- Current TB Test Results
- I-9 Form and Documents (Employment Eligibility Verification)
- Homeland Security Declaration
- Board Approval Date

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