

# TRI-COUNTY SCHOOLS SUBSTITUTE SECRETARY APPLICATION

(also available at our website [www.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. \_\_\_\_\_

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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 be willing to sub ½ day if needed.

\_\_\_\_\_ 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.

List computer skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any special credentials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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For Office Use:

\_\_\_\_\_ Application  
\_\_\_\_\_ Signed Contract  
\_\_\_\_\_ I-9 Form (copy SS & DL)

\_\_\_\_\_ BCI & FBI Check  
\_\_\_\_\_ Completed Orientation  
\_\_\_\_\_ Skin Test (TB test may be required)

(over)

**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-<br>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<br>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<br>or into Habitation or School  |
| Abduction  | Disseminating Matter Harmful to<br>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<br>Material Involving a Minor |  |
| Sexual Battery   |   |  |

I have read the above list of disqualifying crimes \_\_\_\_\_  
*Employee Signature*

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE SECRETARY  
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 secretary 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**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*President, Tri-County Educational Service Center*

\_\_\_\_\_  
*Treasurer, Tri-County Educational Service Center*