

**TRI-COUNTY SCHOOLS SUBSTITUTE  
CLASSIFIED APPLICATION (NEW)**

Name:

Date:

E-mail:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

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**Highest Level of Education Completed:**      Master's      Bachelor's      Associate      High School  
Other:

**Employment Preferences** (applicant may change these by calling or emailing the substitute coordinator):

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**Check position desired:**      Custodian      Food Service      Secretary

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**Check all school district(s) in which you would like to substitute.**

**Ashland County:**

Heartland Technical Education Center      Hillsdale Local Schools      Loudonville-Perrysville EVS  
Mapleton Local Schools

**Holmes County:**

East Holmes Local Schools

**Wayne County:**

Chippewa Local Schools      Green Local Schools      Northwestern Local Schools  
Norwayne Local Schools      Orrville City Schools      Rittman EVS      Triway Local Schools  
Wayne County Schools Career Center      Waynedale Local Schools      Wooster City Schools

**OR** I only want to serve the following school building(s):

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I am willing to substitute ½ day if needed.

I have an Educator State ID#. If yes, **Educator State ID#** (if known):

Days of the week or time periods

I am not available:

(over)

**CONTRACT FOR EMPLOYMENT AS A CLASSIFIED SUBSTITUTE ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS UNDER PROVISIONS OF RC 3319.10**

The **ACBDD (Dale Roy), Beacon Hill Comm. School, Chippewa Local, Dalton Local, East Holmes Local, Green Local, Heartland Technical Education Center, Hillsdale Local, Loudonville-Perrysville Exempt. Village, Mapleton Local, Northwestern Local, Norwayne Local, Orrville City Schools, Rittman Exempt. Village, Triway Local, WCBDD (Ida Sue), Wayne County School Career Center, Waynedale Local, Wooster City Schools, Wooster Montessori School, 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 classified substitute agrees to work upon request of the Local Superintendent/designee, hours or days as needed and as scheduled by the Local Superintendent/designee. It is expressly understood that the Board of Education does not guarantee any minimum number of work hours or work days, for the classified substitute. The work hours or work days of the employee may be increased, decreased, or made unnecessary, as determined by the Local Superintendent/designee. It is further understood that classified substitutes employed as substitutes on a casual day-to-day basis are not entitled to the notice of non-renewal ordinarily required for limited contracts under RC 3319.11.
2. For work performed as requested and as authorized by the Local Superintendent/designee, the Board of Education shall pay the employee the rate(s) it has adopted. The employee shall not be entitled to Board paid insurance, paid leave days or any other fringe benefit accorded to regular classified staff.
3. It is understood that this contract is renewable from year to year upon the proper submission of a current background check and a current contract.
4. Valid for the **2026-2027** school year.

*"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature and that I am bound by my electronic signature in the same manner as my manual signature."*



**Employee Signature**

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

**Date**

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

**READ CAREFULLY and SIGN**

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 3319.39 and Section 109.572 Revised Code.

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**

*"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature and that I am bound by my electronic signature in the same manner as my manual signature."*



**Employee Signature**

**Date**

For Office Use Only:

- |   |   |
|---|---|
| <input type="checkbox"/> Signed Contract            | <input type="checkbox"/> Copy of SSC          |
| <input type="checkbox"/> I9 Form                    | <input type="checkbox"/> BCI Background Check |
| <input type="checkbox"/> I9 Documents               | <input type="checkbox"/> FBI Background Check |
| <input type="checkbox"/> Fraud Training Certificate |   |