

TRI-COUNTY SCHOOLS SUBSTITUTE TEACHER APPLICATION (NEW)

Name:

Date:

Email:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

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):

Grade Level Preferences:	No Preferences	Preschool	Elementary	Middle School	High School
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Check all school district(s) in which you would like to substitute.

Ashland County:

Ashland Co. Board of DD (Dale Roy)	Heartland Technical Education Center	Hillsdale Local Schools
Loudonville-Perrysville EVS	Mapleton Local Schools	

Tri-County ESC PRESCHOOL Locations:	Mapleton Elem. PS	McMullen Elem. PS
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Holmes County:

East Holmes Local Schools

Tri-County ESC PRESCHOOL Location:	Walnut Creek Elem. PS
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Wayne County:

Beacon Hill Comm. School	Chippewa Local Schools	Dalton Local Schools	Green Local Schools
Northwestern Local Schools	Norwayne Local Schools	Orrville City Schools	Rittman EVS
Triway Local Schools	Wayne Co. Board of DD	Wayne County Schools Career Center	
Waynedale Local Schools	Wooster City Schools	Wooster Montessori School	

Tri-County ESC PRESCHOOL Locations:			
(Old) Dalton HS PS	Cornerstone Elem. PS	Hazel Harvey Elem. PS	Waynedale Elem. PS
Orrville Elem. PS	Northwestern Elem. PS	Norwayne Community Ctr. PS	
Triway Elem. PS	Rittman High (Heritage Hall) PS	Smithville Historical Society Church PS	

OR I only want to serve the following school buildings:

- I am willing to work with children with special needs.
- I am willing to substitute ½ day if needed..
- I would be interested in serving as a tutor for hire by parents or schools.
- I have a current Ohio Teaching or Substitute License. If yes, Educator State ID# (If known):

Days of the week or time periods that I am not available:

NOTE: A VALID OHIO TEACHING OR SUBSTITUTE TEACHING LICENSE must be on file in the Tri-County ESC before you can be officially eligible to substitute. If you have a current license that is not on file with us, bring it in so a copy can be made and filed. We require all applicants to hold a BA/BS at a minimum. Temporary, Non-Bachelor substitutes must contact the school district directly. All substitute teacher applicants are required to attend our New Substitute Orientation prior to substituting.

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE TEACHER 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 substitute teacher 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 substitute teacher. 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 teachers 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 3309.11.
2. For work performed as requested and authorized by the Local Superintendent/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 valid teaching license, 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"/> Valid Ohio Teacher or Substitute License	<input type="checkbox"/> BCI Background Check
	<input type="checkbox"/> I9 Form	<input type="checkbox"/> FBI Background Check
	<input type="checkbox"/> I9 Documents	<input type="checkbox"/> Orientation Fee Paid
	<input type="checkbox"/> Fraud Training Certificate	<input type="text"/> Date of Orientation