



Pickaway County Educational Service Center

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2050 Stoneridge Drive
Circleville, OH 43113
Telephone: (740) 474-7529 Fax: (740) 474-7251

Application for Substitute Educational Aide

You have indicated an interest in being placed on the ESC List of Substitute Educational Aides for the 2018-2019 school year. Please fill out the information requested below and return to the Educational Service Center at your earliest convenience along with the items that are listed at the bottom of this form.

Please indicate below the buildings and/or classrooms that you would like to serve as an substitute educational aide:

- Brooks Yates School - 383 Viking Way, Ashville - Freshman Bldg.
- ESC Preschool at Circleville Head Start - 145 E. Corwin Street, Circleville
- ESC Preschool at Ashville Elementary - 90 Walnut Street, Ashville
- ESC Preschool at South Bloomfield Elementary - 194 Dowler Street, South Bloomfield

If you would like to substitute as an educational aide in any other buildings and/or classrooms other than the above, you will need to contact the appropriate school district to be added to their list of substitute educational aides.

Name	<input type="text"/>		
Street Address	<input type="text"/>		
City	<input type="text"/>	Zip Code	<input type="text"/>
Date of Birth	<input type="text"/>	Social Security	<input type="text"/>
Telephone	<input type="text"/>	Cell Telephone	<input type="text"/>
Email Address	<input type="text"/>		

Are you a retired employee receiving benefits from SERS? Yes No

UNEMPLOYMENT COMPENSATION NOTICE Service in covered employment may render an individual eligible for Unemployment Compensation benefits. However, Ohio law may impose a "between terms" disqualification for school employees. School employees may not be paid benefits for any week of unemployment that occurs between two successive academic years or terms or during an established and customary vacation period or holiday recess. Please consult the Ohio Department of Job and Family Services for specific questions regarding Unemployment Compensation benefits.

Signature Date

NOTE: A completed application includes the following:

- Copy of current educational aide permit
- Completed Employment Eligibility Form (I-9) - original IDs have to be presented, examined and photocopies at the ESC
- Copy of BCI and FBI Reports (within 1 year) If you do not have, call to schedule an appointment for WebCheck Fingerprinting
- Taxing Information Form
- Social Security Administration SSA-1945 Form