



Pickaway County Educational Service Center

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2050 Stoneridge Drive
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Request to Publish Availability as a Substitute Educational Aide

You have indicated an interest in being placed on the ESC List of Available Substitute Educational Aides for the 2020-2021 school year. Please fill out the information requested below, sign and return this form, along with all the items listed at the bottom of this form to the Educational Service Center at your earliest convenience.

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

- Brooks Yates School - 383 Viking Way, Ashville - Freshman Bldg.
- 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 be an available substitute 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 available substitute educational aides.

Name

Street Address

City Zip Code

Date of Birth Social Security

Telephone Cell Telephone

Email Address

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: In addition to this completed and signed request, you will need to supply the following items for your file housed at the ESC:

- Copy of current educational aide permit Applicant's Statement
- 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