



Pickaway County Educational Service Center

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Request to Publish Availability as a Substitute Teacher

You have indicated an interest in being placed on the list of available substitute teachers for the 2020-2021 school year. Please fill out the information requested below, sign and return this form, along with all the items that are listed at the bottom of this form, to the Educational Service Center at your earliest convenience. Your name and contact information for availability in Pickaway County, Ohio, as a substitute teacher in the school districts and/or buildings that you have chosen below will be published on the next list of available substitute teachers.

- I request availability in any of the buildings shown below, **including the non-public schools shown in bold.**
- I request availability in only the public K-12 school districts which includes all local and city school buildings shown below.
- I request availability in only the buildings that I have checked below.

Logan Elm Local Schools

- Logan Elm High School
- McDowell (Middle School)
- Laurelville (Grades K-4)
- Pickaway (Grades K-4)
- Washington (Grades K-4)
- Salt Creek Immediate (Grades 5 & 6)

Teays Valley Local Schools

- Teays Valley High School
- Teays Valley East MS
- Teays Valley West MS
- Ashville
- Scioto
- South Bloomfield
- Walnut

Westfall Local Schools

- Westfall High School
- Westfall Middle School
- Westfall Elementary
- Ashville Preschool - 90 Walnut St., Ashville**
- South Bloomfield Preschool - 194 Dowler St., S. Bloomfield**
- Brooks Yates School - 383 Viking Way, Ashville - Freshman Bldg.**
- Crossroads Christian Academy - 5679 Tarlton Rd., Circleville**

Circleville City Schools

- Circleville High School
- Circleville Middle School
- Circleville Elementary

Name

Street Address

City Zip

Date of Birth Social Security

Telephone Cell Telephone

Email Address

Are you a retired employee receiving benefits from STRS? 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 teaching license or substitute teaching license Payroll and Taxing Information Form
- Copy of college transcripts Completed Applicant's Statement SSA-1945 Form
- Completed Employment Eligibility Form (I-9) - original ID(s) are required to be presented, examined and photocopied at the ESC
- Copy of BCI & FBI Reports (within 1 year) - If you do not have, call our office to schedule an appointment for WebCheck fingerprinting
- Substitute Teacher Training Certificate (One-Day Seminar or Online Training) - exempt from this requirement if degree is in education