



Pickaway County Educational Service Center

Ty Ankrom, Superintendent
Email: ty.ankrom@pickawayesc.org
Kristin O'Dell, Treasurer

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

Request to Publish Availability as a Substitute Educational Aide

You have indicated an interest in being on the ESC List of Available Substitute Educational Aides for the 2021-2022 school year. Please fill out the information requested below, sign and return this form to the Educational Service Center along with all the required items shown at the bottom of this form.

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

ESC Preschool at Ashville Elementary – 90 Walnut Street, Ashville

ESC Preschool at South Bloomfield Elementary – 194 Dowler Street, South Bloomfield

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 Ohio educational aide permit
- Signed Applicant's Statement
- Completed and signed Payroll and Taxing Information Form
- Completed and signed Social Security Administration SSA-1945 Form
- Completed and signed Employment Eligibility Form I-9 – original ID(s) have to be presented, examined and photocopied at the ESC
- Copy of BCI and FBI Reports (within 1 year) – If you do not have copies of the BCI and FBI Reports or your reports were completed more than one year ago, call our office to schedule an appointment for WebCheck fingerprinting.