



Pickaway County Educational Service Center

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2050 Stoneridge Drive
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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 2021-2022 school year. Please fill out the information requested below, sign and return this form along with all the items at the bottom of this form to the Educational Service Center. Your name and contact information for availability in Pickaway County 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 classrooms and/or schools shown below in bold print.**
- 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 (K-4)
- Pickaway (K-4)
- Washington (K-4)
- Salt Creek (5-6)

Teays Valley Local Schools

- Teays Valley High School
- Teays Valley East MS
- Teays Valley West MS
- Ashville (K-5)
- Scioto (K-5)
- South Bloomfield (K-5)
- Walnut (K-5)

Westfall Local Schools

- Westfall High School
- Westfall Middle School
- Westfall Elementary (K-5)

Circleville City Schools

- Circleville High School
- Circleville Middle School
- Circleville Elementary (K-5)

- Amanda-Clearcreek Local Schools – 328 East Main St., Amanda**
- Ashville Preschool – 90 Walnut St., Ashville**
- South Bloomfield Preschool – 194 Dowler St., S. Bloomfield**
- Crossroad Christian Academy – 5679 Tarlton Rd., Circleville**
- New Hope Christian Academy – 2264 Walnut Creek Pk., Circleville**

Name: _____

Street Address: _____

City: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

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 Ohio teaching license or Ohio substitute teaching license
- Copy of college transcript (Bachelor's Degree)
- Signed Applicant's Statement
- Completed and signed Payroll and Taxing Information Form
- Completed and signed SSA-1945 Form
- Completed and signed Employment Eligibility Form I-9 – original ID(s) to be presented, examined, and photocopied at ESC
- Copy of BCI and FBI Report (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.
- Copy of Sub Diploma from OCST Online Sub Skills Training Course – EXEMPT from this requirement if degree is in education.