

# **SUBSTITUTE TEACHER APPLICATION**

Please attach your official transcripts and teaching certificate. You will also need to complete a BCI/FBI background check.

## **OAK HILL UNION LOCAL SCHOOLS** 205 Western Avenue, Oak Hill, Ohio 45656 | Phone: (740) 682-7595

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No      Are you legally able to work in the US?  Yes  No

### **EDUCATION:**

High School, Trade, Business/Technical School, or College	Graduation Date	Diploma/Degree/Concentrated Area

Extracurricular activities you can direct: \_\_\_\_\_

### **CERTIFICATION:**

Certificate/License Held: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

### **EMPLOYMENT HISTORY:**

Name/Address of Employer	Work Assignment	Reason for Leaving	Employment Dates

### **PROFESSIONAL REFERENCES:**

Name	Employer	Position	Phone

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to: a) cancel further consideration of this application; b) rescind an offer that has been made; or if I am employed, c) immediately discharge me from continued employment, waive any rights under Chapter 3319 of the Ohio Revised Code regardless of when the discovery is made and regardless of my work performance. All employees are required to have a current BCI/FBI fingerprinting/background report on file. Certain criminal convictions will/may disqualify you from employment in some or all positions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The Oak Hill Union Local School District ensures equal educational opportunities regardless of race, color, creed, national origin, handicap, or sex in compliance with state directives and federal recommendations.

It is the policy of the Oak Hill Union Local School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to:

Josh Donley, Middle School Principal  
5063 St. Rt. 93  
Oak Hill, Ohio 45656  
740-682-7055

**OR**

Director of the Office of Civil Rights  
Dept. of Health, Education and Welfare  
Washington, D.C. 20000-20525

### **OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ By Whom: \_\_\_\_\_

BCI/FBI Background Check     State of Ohio Certificate/License     Official Transcripts     Non-Bachelor's Substitute  
 Board Approval Date \_\_\_\_\_