

## New Substitute Teacher Check List

- \_\_\_ Southern Ohio ESC Substitute Teacher Application
- \_\_\_ Ohio Department of Education Substitute Teaching License/application
- \_\_\_ BCI            \_\_\_ FBI
- \_\_\_ Resume
- \_\_\_ Southern Ohio ESC Substitute Applicant Statement
- \_\_\_ One signed contract (sign- bottom, with Name, SS#, & address ONLY)
- \_\_\_ Direct Deposit
- \_\_\_ Federal Tax form W-4
- \_\_\_ Ohio State Tax form
- \_\_\_ City/Municipality Tax form and Ohio School District (on the same page)
- \_\_\_ STRS Membership Enrollment form
- \_\_\_ Statement Concerning Your Employment in a Job Not Covered By Social Security (SSA Form)
- \_\_\_ Terrorist Organization Declaration Public Employment Form
- \_\_\_ Policy Statement
- \_\_\_ I-9 form
- \_\_\_ Social Security card
- \_\_\_ Driver's license

**\*\*\*\*\* Please have the above forms turned in before substitute orientation\*\*\*\*\***

\_\_\_\_\_ Date attended orientation (to be completed by ESC staff)