



## **Substitute Application Checklist**

**Note: Please place your paperwork in the order listed below.**

1.  Preference Form
2.  Completed employment application (5 pages)
3.  Two professional letters of recommendation (from non-family members)
4.  Signed Acknowledgement of Substitute Employee Handbook
5.  Blood Borne Pathogen Acknowledgement
6.  Copy of Current ODE certificate/license/permit **OR**
7.  Completed application for license or permit
  - Completed ODE application
  - Check made payable to the Treasurer of the State of Ohio
  - Official Transcripts
8.  Current BCI fingerprint background check results
9.  Current FBI fingerprint background check results
10.  Completed Direct Deposit Authorization form
11.  Voided check to accompany the Direct Deposit Authorization form
12.  Completed tax forms, including:
  - Form W-4 (federal tax withholding)
  - IT 4 (Ohio Employee's Withholding Exemption Certificate)
  - City Tax Liability
  - Public School District of Residence
13.  Completed Retirement System Enrollment forms, including:
  - State Teachers Retirement System New Hire form **OR**
  - State Teachers Retirement System Re-employed Retiree Notification
  - School Employees Membership Record
14.  Completed Social Security Windfall form (SSA)
15.  Completed Homeland Security form (HLS 0037 2/06)
16.  Completed Department of Justice I-9 form
17.  Photocopies of Identification used to complete the Department of Justice I-9 form

**Not all consortium districts process payroll through the ESC.**

**Those districts that do not will need photocopies of your paperwork.**

**Please make a photocopy of all your completed forms and identification to submit to those districts.**