

# APPLICATION FOR PARAPROFESSIONAL & SUBSTITUTE PARAPROFESSIONAL

## North Central Ohio Educational Service Center

### **Marion Campus**

333 East Center Street  
Marion, Ohio 43302-4101  
(740) 387-6625

### **Mansfield Campus**

1495 West Longview Avenue, Suite 200  
Mansfield, Ohio 44906-1872  
(419) 747-4808

### **Tiffin Campus**

928 West Market Street, Suite A  
Tiffin, Ohio 44883-3053  
(419) 447-2927

## REQUIREMENTS

Read this information carefully before completing the application form.

The following items are needed *prior* to board approval:

- **I-9 Employment Eligibility Verification Form:**

Under Title IX, an applicant must be an American citizen or qualified to work in the U.S. If you are employed by the Educational Service Center or any of the local districts, you will need to complete an Employment Eligibility Verification Form (I-9), required by the Immigration Reform & Control Act of 1986. Employees must provide documents that establish both identity and employment eligibility.

One document from **LIST A:** U.S. Passport OR

One document from **LIST B and LIST C:**

**LIST B:** 1) Driver's License 2) ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3) School ID card with a photograph 4) Voter's registration card 5) U.S. military card or draft record

**LIST C:** 1) U.S. social security card 2) Certification of Birth Abroad issued by the Department of State 3) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.

- **Criminal Background Check:**

As of November 19, 2007 all applicants must have BCII and FBI criminal background checks completed before they can be Board approved. The NCOESC is open for criminal background checks Monday through Friday from 8:00 AM until 3:45 PM.

- **Ohio Certification:**

It will be necessary for you to apply for a Paraprofessional Certificate from the Ohio Department of Education at the cost of \$25.00.

- If there is a need for any accommodations during the hiring process (e.g., an interpreter for hearing impaired), please notify the Assistant Superintendent at the Educational Service Center.

- **In addition to the above mentioned items:**

- **Physical:**

If you are hired full-time in a *PreSchool* unit, it is necessary for you to have a physical by your family physician, this expense is your responsibility and you will be provided with the necessary form.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Do you meet one of the three following requirements to be considered a High Qualified Paraprofessional?**

- **Passed the Parapro Assessment:** \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(If yes, please provide us with a copy of your test scores)*
- **Completed at least 2 years of study at an institution of high education (60 quarter hours or 40 semester hours)** *(Please provide us with a copy of your transcripts)*
- **Obtained an associate's degree (in an approved program) or higher for licensure.**  
*(Please provide us with a copy of your degree and transcripts)*

**Education**

Name of Institution	Location	Degree	From - To

**Work Experience**

Employer	Location	Kind of Work	From – To

**References**

Name	Address	Telephone	Position

Position Desired \_\_\_\_\_

Have you lived in the state of Ohio for the past five (5) consecutive years? \_\_\_\_\_ Yes \_\_\_\_\_ No

I am willing to substitute in following classrooms (*check choices*):

\_\_\_ PreSchool \_\_\_ MD/MH \_\_\_ ED/SBH \_\_\_ OTHER

**GEOGRAPHICAL PREFERENCES**

*Please check any school in which you are willing to substitute*

**Seneca-Wyandot County**

**Hopewell-Loudon Local**

\_\_\_ High School (Bascom)  
\_\_\_ Elementary (Bascom)

**Mohawk**

\_\_\_ High School (Sycamore)  
\_\_\_ Jr. High (Sycamore)  
\_\_\_ Elementary (Sycamore)

**New Riegel Local**

\_\_\_ High School (New Riegel)  
\_\_\_ Elementary (New Riegel)

**Tiffin City Schools**

\_\_\_ Elementary  
\_\_\_ Middle School  
\_\_\_ High School

**Marion County**

\_\_\_ MARCA  
\_\_\_ Edward Ruzzo Juvenile Center

**Crawford County**

\_\_\_ Colonel Crawford  
\_\_\_ Wynford

**Old Fort Local**

\_\_\_ High School (Old Fort)  
\_\_\_ Elementary (Old Fort)

**Seneca East Local**

\_\_\_ High School  
\_\_\_ Jr. High  
\_\_\_ Elementary

**Preschool**

\_\_\_ Family Learning Center @ Sentinel  
\_\_\_ @ Carey  
\_\_\_ @ New Riegel  
\_\_\_ @ Upper Sandusky

**Sandusky County**

\_\_\_ High School (Fremont City)  
\_\_\_ Jr. High (Fremont City)  
\_\_\_ Elementary (Fremont City)  
\_\_\_ Fremont Bus Aide

\_\_\_ **Seneca County Youth Center**

\_\_\_ **Wyandot Co. MRDD (Angeline)**

\_\_\_ **North Central Academy**

**BOARD POLICY:**

***In order to have your name removed from the substitute paraprofessional list, the request must be submitted in writing to the NCOESC.***

**Items needed to complete application process: (Office use)**

\_\_\_ Completed Application  
\_\_\_ Current Certificate  
\_\_\_ BCI Report  
\_\_\_ FBI Report  
\_\_\_ I-9 Form and Documents (Employment Eligibility Verification)  
\_\_\_ Board Approval Date

## Criminal Record

Pursuant to Ohio Revised Code (ORC) 3319.39, any applicant under final consideration for appointment or employment in a position with a board of education as a person “responsible for the care, custody, or control of a child,” must submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation. Except as provided by ORC 3319.39 (B)(1), no school district may hire a person for one of these positions if that person has been convicted of or plead guilty to certain offenses listed in Senate Bill 38, as reported by BCII. (Such offenses include: 1) any felony; 2) any drug offense that is not a minor misdemeanor; 3) any offense of violence; 4) any theft offense; 5) corruption of a minor; 6) sexual imposition; 7) importuning; 8) any substantively comparable offense of a municipal corporation.) Nor may a school district hire any person who refuses to submit to a criminal records check.

A school district is authorized to conditionally employ a person pending outcome of that person’s BCII/FBI background check(s). If the results of the background check(s) indicate that the person is not eligible for the position in which he or she is employed, the school district must release the person from employment.

Information obtained by a school board from a BCII/FBI background search is confidential and not subject to disclosure. If you are not employed by this school district, the background check information will be destroyed.

I certify that the information contained in this application and in my resume is true and complete. I understand that if it is not, I may be eliminated from consideration for this position. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated.

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Signature of Applicant

Date

Witness

Date