



Brookfield Local Schools



614 Bedford Road SE, Brookfield, Ohio 44403
Office Phone: 330.448.4930
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Superintendent
Jo Taylor

Treasurer
Craig Yaniglos

July 25, 2018

The Brookfield Local School District is in the process of updating our CLASSIFIED SUBSTITUTE LISTING for the **2018-2019** school year. We call substitutes to work in the event that an employee is absent. If you are interested in being placed on the school's Classified Substitute Listing for 2018-2019, please complete an employment application and this form, making sure to check all appropriate boxes. When completed, please return both to Susie Thomas at: Brookfield Local Schools, Superintendent's Office, 614 Bedford Road SE, Brookfield, Ohio 44403.

If you would like to substitute as an educational assistant (\$9.00/hr), you must contact the TCESC at 330-505-2800. We only use educational assistants who are approved by the TCESC. Once you have met their requirements, you will be placed on their list, and we will call you from that list. If you would like to substitute as a building secretary, good typing and organizational skills are preferred. It may be helpful to call and set up a time to briefly observe the secretary at the building level and experience a morning or afternoon with them so that you have a 'feel' for what your day will be like in the event you are called in to work.

If we do not hear from you, we will assume that you are not interested and, if you were on the 17-18 substitute list, we will pull your name from the list. To stay on our sub list, you must apply every year. Also, you must have a current, valid BCI fingerprint clearance. (See small print below for instructions.*)

Thank you for your interest in working for Brookfield Local Schools!

Susie Thomas
Superintendent's Secretary

Name: _____ Today's Date: _____ School Year: 18-19

Address: _____ City: _____ State/Zip: _____

Home or Cell Number: _____ Email Address: _____

✓ Check here if you are currently a substitute and your phone/address **has changed** since last year: _____

✓ Check here to acknowledge that if hired, you will contact Payroll to fill out necessary paperwork: _____

- Areas of Interest:
- _____ Bus Driver (CDL license requirement) \$14.00/hour
 - _____ Cafeteria Cashier \$9.00/hour
 - _____ Cafeteria Cook \$9.00/hour
 - _____ Cafeteria Cook's Helper \$9.00/hour
 - _____ Student Monitor \$9.00/hour
 - _____ Secretary \$10.00/hour (typing test waived, but office experience strongly preferred)
 - _____ Custodian \$11.00/hour

*A completed employment application and BCI criminal records check is mandatory for all substitutes and for any new candidates recommended for employment. Please make sure that this clearance is on file in the Superintendent's Office and is current. To make an appointment to have your clearance done, please contact the TCESC at (330)505-2800 and ask for Nancy. S. Thomas