



# Brookfield Local Schools



614 Bedford Road SE, Brookfield, Ohio 44403  
Office Phone: 330.448.4930  
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Superintendent  
Toby Gibson

Treasurer  
Craig Yaniglos

July 1, 2019

The Brookfield Local School District is in the process of updating our CLASSIFIED SUBSTITUTE LISTING for the **2019-2020** 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 2019-2020, please complete an employment application and this form, making sure to check all appropriate boxes. When completed, please return both to Darla Davis at: Brookfield Local Schools, Superintendent's Office, 614 Bedford Road SE, Brookfield, Ohio 44403.

If you would like to substitute as an educational assistant for the district, please read the attached "substitute aide" form. You must contact the TCESC at 330-505-2800 for further instructions. Once you have met their requirements, you will be placed on their TCESC list, and you will be called from that list. If you would like to substitute as a 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 list last year, we will pull your name from the list. To stay on the 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!

Darla Davis  
Superintendent's Secretary

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ School Year: 19-20

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. D. Davis