



# Brookfield Local Schools



614 Bedford Road SE, Brookfield, Ohio 44403  
Office Phone: 330-448-4930  
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Superintendent  
Toby Gibson

Treasurer  
Julie Sloan

January 1, 2022

The Brookfield Local School District is in the process of updating our CLASSIFIED SUBSTITUTE LISTING for the **2021-2022** 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 2021-2022, 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 or via email to [darla.davis@brookfieldschools.us](mailto:darla.davis@brookfieldschools.us).

If you would like to substitute as an educational assistant for the district, you must contact the TCESC at 330-505-2800 for instructions. Once you have met their requirements, you will be placed on their TCESC list and 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 current BCI and FBI fingerprint clearances. (See small print below for instructions.\*)

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

Darla Davis  
Superintendent's Secretary

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ School Year: 21-22

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 \$10.00/hour
  - \_\_\_\_\_ Cafeteria Cook \$10.00/hour
  - \_\_\_\_\_ Cafeteria Cook's Helper \$10.00/hour
  - \_\_\_\_\_ Secretary \$10.00/hour (typing test waived, but office experience strongly preferred)
  - \_\_\_\_\_ Custodian \$11.00/hour

\*A completed employment application as well as BCI and FBI criminal records check are mandatory for all substitutes and for any new candidates recommended for employment. Please make sure that these clearances are on file in the Superintendent's Office and are current. To make an appointment to have your clearances done, please contact the TCESC at (330)505-2800 and ask for Juli Hickman.