

## CENTERVILLE CITY SCHOOLS

111 Virginia Avenue

Centerville, OH 45458

433-8841

[www.centerville.k12.oh.us](http://www.centerville.k12.oh.us)

### REQUIREMENTS TO BE A SUBSTITUTE AIDE

1) Go to <https://www.applitrack.com/dayton/onlineapp/>. Click on 'By District >> All Jobs' on left side. Click on 'Centerville City Schools'. Click on 'Substitute'. On next screen, click on 'APPLY' in red box on right side and complete.

2) You must obtain an Educational Aide permit through the Ohio Department of Education's website. (instructions are on our website)

3) Both BCI and FBI fingerprints are required\*. Make your check or money order for \$48.00 (\$22 for BCI & \$26 for FBI) payable to Centerville City Schools.

*\*We will accept copies of the BCI/FBI reports if they were done within one year.*

After the online application is complete, call 433-8841 to schedule an appointment to meet with Mary Harrison at the Board of Education, 111 Virginia Avenue, Centerville, 45458. Fingerprinting (if needed) will be done at this appointment. You will be completing a packet of new hire forms: e.g.,

- a. I-9 (you will need 2 ID's to copy – driver's license, SS card, birth certificate, US passport)
- b. SERS enrollment
- c. Federal, state, city tax forms, direct deposit info

If you have any questions, call Mary Harrison, 433-8841, x2001 or [mary.harrison@centerville.k12.oh.us](mailto:mary.harrison@centerville.k12.oh.us).