

**SOLON BOARD OF EDUCATION  
33800 Inwood Road  
Solon, OH 44139**

**SOLON CITY SCHOOL DISTRICT  
Substitute Teacher Application**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

CERTIFICATE/LICENSE HELD \_\_\_\_\_ EXPIRES DATE \_\_\_\_\_

Teaching Experience \_\_\_\_\_

Interested in Substituting in Grades or Subjects

**Please check below those school buildings in which you are interested in substituting:**

Solon Preschool	<input type="checkbox"/>	Orchard Middle School (5-6)	<input type="checkbox"/>
Lewis Elementary (K-4)	<input type="checkbox"/>	Solon Middle School (7-8)	<input type="checkbox"/>
Parkside Elementary (K-4)	<input type="checkbox"/>	Solon High School (9-12)	<input type="checkbox"/>
Roxbury Elementary (K-4)	<input type="checkbox"/>		

**Forms that must be filed with the Solon Board of Education:**

1. STATE OF OHIO DEPARTMENT OF TAXATION EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE
2. W-4 FEDERAL WITHHOLDING TAX FORM
3. APPLICATION FOR RETIREMENT SYSTEM MEMBERSHIP: Ohio STRS (If you substituted in our system last year and still have the funds on deposit in Ohio STRS, it is not necessary to fill out/submit another application form.)
4. COPY OF CURRENT TEACHING CERTIFICATE/LICENSE
5. Certified Copy of Background Check (B.C.I. & F.B.I. fingerprints)
6. Employment Eligibility Verification
7. SSA – 1945 Statement Concerning Your Employment in a Job

Date \_\_\_\_\_ Signed \_\_\_\_\_

THESE FORMS MUST BE RETURNED IN PERSON WITH PROPER IDENTIFICATION.