

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

**OLON CITY SCHOOL DISTRICT
Substitute Teacher Application**

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____

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:

- | | | | |
|--------------------------------------|--------------------------|-----------------------------|--------------------------|
| Arthur Road Elementary School (PK-4) | <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. HLS – 0037 Division of Homeland Security
8. SSA – 1945 Statement Concerning Your Employment in a Job

Date _____ Signed _____

THESE FORMS MUST BE RETURNED IN PERSON WITH PROPER IDENTIFICATION.