



✓ **FOR CONSIDERATION OF EMPLOYMENT - THE FOLLOWING REQUIRED DOCUMENTATION MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION:**

- COMPLETED APPLICATION
- OHIO TEACHING CERTIFICATE (*CERTIFIED EMPLOYEES ONLY*)
- COLLEGE TRANSCRIPTS (ORIGINAL – **NO PHOTO COPIES**) (*CERTIFIED EMPLOYEES ONLY*)
- EDUCATIONAL AIDE PERMIT FOR IRONTON CITY SCHOOLS (APPLICATION FORM ATTACHED)
- CURRENT **STATE(BCII) AND FEDERAL (FBI)** BACKGROUND CHECKS (COMPLETED WITHIN THE LAST YEAR)
- COPIES OF PHOTO ID (DRIVERS LICENSE) AND SOCIAL SECURITY CARD
- TUBERCULOSIS (TB) SKIN TESTING REPORT (COMPLETED WITHIN THE LAST YEAR)
- PAYROLL DIRECT DEPOSIT FORM (ATTACHED)
- COMPLETED PAYROLL TAX FORMS (ATTACHED)
- COMPLETED EMPLOYEE WORKSHEET (**NOT FOR SUBSITUTE EMPLOYEES**) (ATTACHED)

**NOTICE
FOR ALL APPLICANTS**

Every new hire must be fingerprinted for a state and federal background check which can be completed at:

Lawrence County Educational Service Center - 3rd Floor - Courthouse - 740-532-4223

OR

Kelley Med Care - 210 Center Street Ironton OH - 740-532-4000

Ohio BCI&I \$35.00 FBI \$40.00

You will need:

- ✓ Cash
- ✓ Valid state issued picture ID
- ✓ Social Security Card (if not printed on the ID)
- ✓ Address of employer or licensing agency, if you want the results mailed directly to them. This information must be presented PRIOR to starting the transaction.

NOTE:

- ✓ **Background check results must be sent to employer and electronically submitted to the Ohio Department of Education**

