



308 Martinsburg Road, Mount Vernon, OH 43050 740-393-6767 Fax 740-393-6812

TO: Teachers Interested in Substitute Teaching  
FROM: Timm Mackley, Superintendent  
DATE: June 1, 2017  
RE: Substitute List

We are updating the Knox County Schools' Substitute Teacher List. If you are interested in substituting in the Knox County Schools and/or Clear Fork Local Schools during school year 2017-18, we will need the following information:

1. Application -- Please indicate on the application form the school districts where you wish to substitute.
2. House Bill 190 passed in November, 2007 by the Senate and House. The bill requires that Educational Service Centers request criminal records checks for all applicants for employment. The records checks must include both BCII and FBI records. The cost for the records checks is \$60.00. (The Knox Educational Service Center offers this service week days from 8:00 - 3:00.)
3. Statement Regarding Criminal Record - Please complete both sides of the two-page form.
4. Declaration Regarding Material Assistance/Nonassistance to Terrorist Organization Form
5. A completed Employment Eligibility Verification Form (Enclosed) -- Please complete the top half of this form and bring it along with the documentation requested on the lower half of the form to the Knox County Educational Service Center's office. (Note: A social security card will be required for payroll purposes.)
6. Fraud Reporting-System Information Form
7. A copy of a teaching or substitute teaching certificate/license. If you need to apply for a substitute teacher license, please do so online at: [www.education.ohio.gov](http://www.education.ohio.gov)  
**Note:** Please submit application materials before applying for the substitute license.
8. Completion of a Substitute Teacher Training

If you are not an experienced substitute or certified teacher, please see the enclosed information. You may substitute for the first two months while you are completing this training.

**If, at any time during the school year you are no longer available to substitute, please notify Carla at 740-393-6767. This will eliminate unnecessary calls being made to your home as well as save time for the people in charge of obtaining substitute teachers.**

KNOX EDUCATIONAL SERVICE CENTER  
308 Martinsburg Road  
Mount Vernon, Ohio 43050  
(740) 393-6767

TO: Substitute Teachers  
FROM: Timm Mackley, Superintendent

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Have you lived continuously in Ohio for the past five years? \_\_\_\_ YES \_\_\_\_ NO

Are you retired? \_\_\_\_ YES \_\_\_\_ NO

Are you receiving retirement from a public employment system? \_\_\_\_ YES \_\_\_\_ NO

Circle the school districts in which you wish to substitute:

**Centerburg      Clear Fork      Danville      EKHS/EKElem      Fredericktown**

**ESC Classrooms: ED Learning Center MH Preschool**

Do you have a current valid teaching or substitute license on file with the Knox Educational Service Center?      Yes \_\_\_\_ No \_\_\_\_

If no, please go to the Ohio Department of Education website to apply:  
([education.ohio.gov](http://education.ohio.gov))

Please give the following information regarding your teaching license:

Early Childhood (PK-3), Middle Childhood (4-9), High School (7-12), Multi-Age,  
Intervention Specialist (K-12)

Areas of validity (example - history, art): \_\_\_\_\_

Dates of validity (example - 2017 - 2018): \_\_\_\_\_

In what areas or grade levels do you wish to substitute? \_\_\_\_\_

Please circle any days you are **not** available for substituting:

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY

1. Have you ever been convicted of, found guilty of, or pled guilty to any misdemeanor other than traffic offenses?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Have you ever been convicted of, found guilty of, or pled guilty to any felony?

YES \_\_\_\_\_ NO \_\_\_\_\_

It is understood and agreed that Knox Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the district's receipt of the BCI/FBI report and verification of my work experience, my continued employment will be conditioned on:  
(1) satisfactory work experiences as verified by contracts with former employers and  
(2) receipt of a report demonstrating that I am in compliance with the Educational Service Center's rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation or employment should I fail to fulfill these conditions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**STATEMENT OF JOB APPLICANT REGARDING CRIMINAL RECORD**  
**(O.R.C. 3319.39)**

I, \_\_\_\_\_, have not been convicted of, or entered a guilty plea to, any of the following offenses OR ANY PRIOR OR EXISTING LAWS OF OHIO WHICH ARE SUBSTANTIALLY SIMILAR OR ANY PRIOR OR EXISTING LAWS OR ANOTHER STATE OR THE FEDERAL GOVERNMENT WHICH ARE SUBSTANTIALLY SIMILAR:

2903.01 Aggravated murder	2907.21 Compelling prostitution	2919.25 Domestic violence
2903.02 Murder	2907.22 Promoting prostitution	2923.12 Carrying concealed weapons
2903.03 Voluntary manslaughter	2907.23 Procuring	2923.13 Having weapons while under disability
2903.04 Involuntary manslaughter	2907.25 Prostitution	2923.16 Improperly discharging a firearm at or into a habitation or school
2903.11 Felonious assault	2907.31 Disseminating matter harmful to juveniles	2925.02 Corrupting another with drugs
2903.12 Aggravated assault	2907.32 Pandering obscenity	2925.03 Trafficking in drugs
2903.13 Assault	2907.321 Pandering obscenity involving a minor	2925.04 Illegal manufacture of drugs or cultivation of marihuana
2903.16 Failing to provide for a functionally impaired person	2907.322 Pandering sexually oriented matter involving a minor	2925.05 Funding of drug or marihuana trafficking
2903.21 Aggravated menacing	2907.323 Illegal use of minor in nudity-oriented material or performance	2925.06 Illegal administration or distribution of anabolic steroids
2905.01 Kidnapping	2911.01 Aggravated robbery	2925.11 Drug possession (other than minor offense)
2905.02 Abduction	2911.02 Robbery	3716.11 Placing harmful objects in food or confection
2905.04 Child stealing (former law)	2911.11 Aggravated burglary	
2905.05 Child enticement	2911.12 Burglary	
2907.02 Rape	2919.12 Unlawful abortion	
2907.03 Sexual battery	2919.22 Endangering children	
2907.04 Corruption of a minor	2919.23 Interference with custody (child stealing)	
2907.05 Gross sexual imposition	2919.24 Contributing to unruliness or delinquency of a child	
2907.06 Sexual imposition		
2907.07 Importuning		
2907.08 Voyeurism		
2907.09 Public indecency		
2907.12 Felonious sexual Penetration		

OR

ANY FELONY, OR ANY OFFENSE OF VIOLENCE, THEFT OFFENSE, OR DRUG ABUSE OFFENSE, UNDER EITHER STATE LAW OR ANY SIMILAR MUNICIPAL ORDINANCE THAT IS NOT A MINOR MISDEMEANOR.

\_\_\_\_\_  
 (Signature of applicant)\*

Date signed: \_\_\_\_\_

*\*If you cannot sign this form for any reason please write an explanation on a separate page or discuss directly with the Superintendent.*

OVER



## PUBLIC EMPLOYMENT

In accordance with section 2909.34 of the Ohio Revised Code

### DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration by an applicant for public employment of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, financial services, communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME	FIRST NAME	MIDDLE INITIAL
HOME ADDRESS		
CITY	STATE	ZIP
HOME PHONE		COUNTY
WORK PHONE		

### DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? Yes    No
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? Yes    No
3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?  Yes     No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?  Yes     No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?  Yes     No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? Yes    No

If an applicant's employment is denied due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the denial. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

### CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above.

APPLICANT SIGNATURE <b>X</b>	DATE
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**OHIO DEPARTMENT OF PUBLIC SAFETY**  
Division of Homeland Security

## **Terrorist Exclusion List**

As of March 16, 2009

### **U.S. Department of State List of Designated Foreign Terrorist Organizations**

1. Abu Nidal Organization (ANO) (International, Palestinian)
2. Abu Sayyaf Group (ASG) (Philippines)
3. Al-Aqsa Martyrs Brigade (Palestinian)
4. Al-Shabaab (Somali)
5. Ansar al-Islam (Iraqi Kurdistan)
6. Armed Islamic Group (GIA) (Algeria)
7. Asbat al-Ansar (Lebanon)
8. Aum Shinrikyo (Japan)
9. Basque Fatherland and Liberty (ETA) (Spain, France)
10. Communist Party of the Philippines/New People's Army (CPP/NPA) (Philippines)
11. Continuity Irish Republican Army (Northern Ireland)
12. Gama'a al-Islamiyya (Egypt)
13. HAMAS (Islamic Resistance Movement) (Palestinian)
14. Harakat ul-Jihad-i-Islami/Bangladesh (HUJI-B) (Bangladesh)
15. Harakat ul-Mujahidin (HUM) (Kashmir, India)
16. Hizballah (Party of God) (Lebanon)
17. Islamic Jihad Group (Syria)
18. Islamic Movement of Uzbekistan (IMU) (Uzbekistan)
19. Jaish-e-Mohammed (Army of Mohammed) (JEM) (Kashmir, India)
20. Jemaah Islamiya organization (JI) (Southeast Asia)
21. al-Jihad (Egyptian Islamic Jihad) (Egypt)
22. Kahane Chai (Kach) (Israel)
23. Kongra-Gel (K GK, formerly Kurdistan Workers' Party, PKK, KADEK, Kongra-Gel) (Turkey, Iran, Iraq, Syria)
24. Lashkar-e Tayyiba (Army of the Righteous) (LT) (Kashmir)
25. Lashkar i Jhangvi
26. Liberation Tigers of Tamil Eelam (LTTE) (Sri Lanka)
27. Libyan Islamic Fighting Group (LIFG) (Libya)
28. Moroccan Islamic Combatant Group (GICM) (Morocco)
29. Mujahedin-e Khalq Organization (MEK) (Iran)
30. National Liberation Army (ELN) (Colombia)
31. Palestine Liberation Front (PLF) (Palestinian)
32. Palestinian Islamic Jihad (PIJ) (Palestinian)
33. Popular Front for the Liberation of Palestine (PFLP) (Palestinian)
34. PFLP-General Command (PFLP-GC) (Palestinian)
35. Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (QJBR) (al-Qaida in Iraq) (formerly Jama'at al-Tawhid wa'al-Jihad, JTJ, al-Zarqawi Network) (Iraq)
36. al-Qa'ida (Global)
37. al-Qa'ida in the Islamic Maghreb (formerly GSPC) (The Maghreb)
38. Real IRA (Northern Ireland)
39. Revolutionary Armed Forces of Colombia (FARC) (Colombia)
40. Revolutionary Nuclei (formerly ELA) (Greece)
41. Revolutionary Organization 17 November (Greece)
42. Revolutionary People's Liberation Party/Front (DHKP/C) (Turkey)
43. Shining Path (Sendero Luminoso, SL) (Peru)
44. United Self-Defense Forces of Colombia (AUC) (Colombia)

# OHIO DEPARTMENT OF PUBLIC SAFETY

## Division of Homeland Security

### U.S. Department of State Terrorist Exclusion List

1. Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidalul Afghania)
2. Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment, f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
3. Al-Hamati Sweets Bakeries
4. Al-Ittihad al-Islami (AIAI)
5. Al-Manar
6. Al-Ma'unah
7. Al-Nur Honey Center
8. Al-Rashid Trust
9. Al-Shifa Honey Press for Industry and Commerce
10. Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
11. Alex Boncayao Brigade (ABB)
12. Anarchist Faction for Overthrow
13. Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
14. Asbat al-Ansar
15. Babbar Khalsa International
16. Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
17. Black Star
18. Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
19. Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
20. Darkazanli Company
21. Dhamat Houmat Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salifiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daaoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
22. Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
23. First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
24. Harakat ul Jihad i Islami (HUJI)
25. International Sikh Youth Federation
26. Islamic Army of Aden
27. Islamic Renewal and Reform Organization
28. Jamiat al-Ta'awun al-Islamiyya
29. Jamiat ul-Mujahideen (JUM)
30. Japanese Red Army (JRA)
31. Jaysh-e-Mohammed
32. Jayshullah
33. Jerusalem Warriors
34. Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
35. Libyan Islamic Fighting Group
36. Loyalist Volunteer Force (LVF)
37. Makhtab al-Khidmat
38. Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)



## OHIO DEPARTMENT OF PUBLIC SAFETY

### Division of Homeland Security

39. Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
40. New People's Army (NPA)
41. Orange Volunteers (OV)
42. People Against Gangsterism and Drugs (PAGAD)
43. Red Brigades-Combatant Communist Party (BR-PCC)
44. Red Hand Defenders (RHD)
45. Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
46. Revolutionary Proletarian Nucleus
47. Revolutionary United Front (RUF)
48. Salafist Group for Call and Combat (GSPC)
49. The Allied Democratic Forces (ADF)
50. The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
51. The Lord's Resistance Army (LRA)
52. The Pentagon Gang
53. The Riyadh-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadh-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadh Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
54. The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabilillah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
55. Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
56. Turkish Hizballah
57. Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
58. Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
59. Youssef M. Nada & Co. Gesellschaft M.B.H.

### U.S. Treasury Department's Designated Charities and Potential Fundraising Front Organizations for FTOs

1. Makhtab al-Khidamat / Al Kifah (formerly U.S.-based, Pakistan)
2. Al Rashid Trust (Pakistan)
3. WAFI Humanitarian Organization (Pakistan, Saudi Arabia, Kuwait, United Arab Emirates)
4. Rabita Trust (Pakistan)
5. Ummah Tameer E-Nau (Pakistan)
6. Revival of Islamic Heritage Society - Pakistan and Afghanistan Branches (Kuwait, Afghanistan, Pakistan)
7. Afghan Support Committee (Afghanistan, Pakistan)
8. Al Haramain Foundation (Indonesia, Kenya, Pakistan, Tanzania, Bosnia, Somalia, Bangladesh, Afghanistan, Albania, Ethiopia, Netherlands, Comoros Islands, and United States branches)
9. Aid Organization of the Ulema (Pakistan)
10. Global Relief Foundation (United States)

## OHIO DEPARTMENT OF PUBLIC SAFETY

### Division of Homeland Security

11. Benevolence International Foundation (United States):
12. Benevolence International Fund (Canada)
13. Bosanska Idealna Futura (Bosnia)
14. Stichting Benevolence International Nederland (Netherlands)
15. Lajnat al Daawa al Islamiyya (Kuwait, Pakistan, Afghanistan)
16. Al Akhtar Trust (Pakistan)
17. Taibah International (Bosnia)
18. Al Haramain & Al Masjed Al Aqsa Charity Foundation (Bosnia)
19. Al Furqan (Bosnia)
20. Islamic African Relief Agency (IARA) / Islamic Relief Agency (ISRA) (Sudan, United States and 40 other branches throughout the world)
21. The Holy Land Foundation for Relief and Development (United States)
22. Al Aqsa Foundation (United States, Europe, Pakistan, Yemen, South Africa)
23. Comité de Bienfaisance et de Secours aux Palestiniens (France)
24. Association de Secours Palestinien (Switzerland)
25. Interpal (Palestinian Relief & Development Fund) (United Kingdom)
26. Palestinian Association in Austria (Austria)
27. Sanibil Association for Relief and Development (Lebanon)
28. Elehssan Society (Palestinian territories)
29. Aleph (Aum Shinrikyo/Aum Supreme Truth)
30. Rabbi Meir David Kahane Memorial Fund (Kahane Chai and Kach)  
American Friends of the United Yeshiva (Kahane Chai and Kach)  
American Friends of Yeshivat Rav Meir (Kahane Chai and Kach)  
Friends of the Jewish Idea Yeshiva (Kahane Chai and Kach)
31. Irish Republican Prisoners Welfare Association (Real IRA)
32. Socorro Popular Del Peru/People's Aid of Peru (Sendero Luminoso/Shining Path)

# KNOX EDUCATIONAL SERVICE CENTER

308 Martinsburg Road Mount Vernon Ohio 43050 (740) 393-6767

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Dear Staff:

In 2003, then Auditor of State Betty Montgomery created the Auditor of State's fraud hotline. The hotline was established as a way for all Ohioans to report potential fraud throughout government.

There is now new legislation that has a direct impact on all public employers. On the bill's effective date, May 4, 2012, public offices, including public schools, must make their employees aware of the fraud-reporting system. The statute requires that an employer have all employees sign off that they have received the guidelines for reporting fraud. The guidelines for reporting fraud are on the bottom of this page. The letterhead form is what you sign and return to the Board Office as soon as possible.

This form will be kept for the auditor to review upon request.

Thank you for your help in this matter.

Sincerely,

Timm Mackley

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The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by an official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United State mail.

**Auditor of State's Fraud contact information:**

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

**Acknowledgement of receipt**  
**of Auditor of State fraud-reporting system information**

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below, you are acknowledging that the Knox County Educational Service Center provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

I \_\_\_\_\_ have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

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PRINT NAME, TITLE AND DEPARTMENT

---

PLEASE SIGN NAME

DATE

# Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

## Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address *(Street Name and Number)* \_\_\_\_\_ Apt. # \_\_\_\_\_ Date of Birth *(month/day/year)* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Social Security # \_\_\_\_\_

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following).

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #)
- An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year)

Employee's Signature \_\_\_\_\_

Date *(month/day/year)* \_\_\_\_\_

## Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Address *(Street Name and Number, City, State, Zip Code)* \_\_\_\_\_

Date *(month/day/year)* \_\_\_\_\_

## Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		Ohio Driver's License		Social Security Card
Issuing authority: _____				
Document #: _____				
Expiration Date <i>(if any)</i> : _____			Expires: _____	
Document #: _____				
Expiration Date <i>(if any)</i> : _____				

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Carla Douglas

Office Manager

Business or Organization Name and Address *(Street Name and Number, City, State, Zip Code)* \_\_\_\_\_

Date *(month/day/year)* \_\_\_\_\_

Knox County ESC, 308 Martinsburg Road, Mount Vernon, OH 43050

## Section 3. Updating and Reverification *(To be completed and signed by employer.)*

A. New Name *(if applicable)* \_\_\_\_\_

B. Date of Rehire *(month/day/year)* *(if applicable)* \_\_\_\_\_

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: \_\_\_\_\_

Document #: \_\_\_\_\_

Expiration Date *(if any)*: \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative \_\_\_\_\_

Date *(month/day/year)* \_\_\_\_\_

# KNOX EDUCATIONAL SERVICE CENTER

308 Martinsburg Road Mount Vernon Ohio 43050 (740) 393-6767

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TO: Substitute Teachers  
FROM: Timm Mackley, Superintendent  
DATE: July 1, 2014  
RE: Knox County ESC Board Policy Regarding Substitute Teachers

The policy of the Knox County Educational Service Center Governing Board states that substitute teachers are required to complete a substitute teacher training. The online course takes between 8 – 10 hours to complete and is followed by a SubAssessment. Your cost is \$39.95.

The course covers classroom management, teaching strategies, being prepared and professional, special education, and appropriate use of fill-in activities.

The attached flyer includes information on how to register, and has some “Important Notes” that will be helpful to you as you complete this course.

The workshop is required for:

- individuals who have not taught full-time within the last three years or who have not substitute taught for a minimum of thirty (30) days within the last three years;
- individuals who have a baccalaureate degree and have a substitute teaching license.

If you feel you should be exempt from this training, please send a letter verifying the number of days you have subbed in the last three years so we can record this information in your personnel file.

The workshop is not required for:

- individuals who have completed a program toward teacher licensure

We are asking that the course be completed within two months from the date you were approved by the ESC to be a substitute teacher. You are still eligible to sub for the first two months. If a SubDiploma is not received by the ESC within two months of your approval date, your name will be removed from the substitute teacher list until you have completed this requirement.

If you no longer wish to serve as a substitute teacher for Knox County Schools, please notify Carla at 393-6767 as soon as possible. This will eliminate unnecessary calls being made to your home as well as save time for the person in charge of obtaining a substitute teacher.

## Welcome to the Knox County ESC Substitute Teacher Training

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Thank you for substitute teaching and for your willingness to complete this course. The training takes between 8 - 10 hours, including a SubAssessment at the end of each section of training.

The course covers:

- Classroom Management
- Teaching Strategies
- Being Prepared and Professional
- Special Education
- Orientation and Legal Issues

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### To Register:

1. At the website [www.stedi.org](http://www.stedi.org), select **"Purchase Courses"** in the blue bar, then select **SubSkills Option A or Option B**. Any other selection is optional.
2. Click on **"Purchase Now"** and then **"Add to Cart"**. The course is automatically added to your shopping cart at **\$39.95**.
3. Select **"Proceed to Checkout"** where you will create an account as you register for the course. Make sure to choose **"Knox County ESC"** as your school district under the state of Ohio when you register.

Once you complete your transaction, if you have chosen Option A, you will be able to begin your training immediately. Just click on **"Your Profile"** in the top right corner, then select **"My Courses/Certificates"** to see a list of **"Registered Courses"**. Click on the title of the first course to get started.

If you have chosen Option B, we will send your printed Substitute Teacher Handbook via USPS Priority Mail, so you should have it within a week. You will still have to take your SubAssessments online. To access the assessments, log in at [stedl.org](http://stedl.org), choose **"Your Profile"** in the top right corner, then select **"My Courses/Certificates"** to see the list under **"Registered Courses"**. Click on the title of the **"SubAssessment Only"** that you are ready to take.

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### IMPORTANT NOTES:

In the online training, once you complete studying each page/topic, mark it complete. When all topics are marked complete, mark the Lesson itself complete in order to access the SubAssessment related to the chapter you have just studied. The assessments are the only timed portions of the course.

1. After submitting the answers to the questions (10-20 multiple choice, depending on the chapter), you will see a page showing your score. Just under that, a dark blue button that says **"View Questions"** will allow you to see the questions you answered incorrectly with the answers you selected that were NOT the BEST answer. If you navigate away from this page without accessing the review, there is no way to see your test answers again.
2. Use these as a study guide before re-taking the assessment.
3. You are given four (4) attempts in each of the five skill areas to reach your best score (the computer always keeps your highest score).
4. The composite score is not the same as an average. A mathematical formula gives more weight to Classroom Management than any other section, so that section is the longest (20 questions).
5. The district requires an 85% composite score.

Once you have completed the assessments for all five sections, the **SubDiploma** with your name on it is available for you to see and print to give to your district. The link for that is an icon that looks like a tiny gray certificate and can be found next to any scores for Special Education that are at least 60%.

When you register for the course, you will have access for one year and may come and go as often as you like. Only the pages of the Fill-in Activities that indicate they can be downloaded are available to actually print or download.

If you have any questions at all about registration or the course itself, please contact STEDI by emailing us at [info@stedl.org](mailto:info@stedl.org) or using the chat function at our website [stedl.org](http://stedl.org). We are here Monday – Friday, 8:00 am – 4:30 pm, Mountain Time.

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### Don't miss this great resource:

When you register for your course at STEDI.org, you'll receive free access to biweekly tips on classroom management, professionalism, and fill-in activities through the SubSuggestions Newsletter

Thanks for being willing to improve your skills to help students succeed in the classroom. By implementing the proven strategies presented in this training, you'll play a vital role in their education.