

GRAND VALLEY CLASSIFIED SUBSTITUTE PROCEDURE

This document is to help anyone interested in becoming a "substitute" classified employee at Grand Valley Local Schools. Please follow these steps:

1. Completely fill out, sign, date and return the Application for Employment to the Grand Valley Board of Education (BOE) at 111 Grand Valley Avenue West, Suite A, Orwell, OH 44076. Please make sure you indicate on the application by circling the positions you are interested in subbing. If you have a resume, please attach to your application.
2. Each position has a Supervisor (or designee) that will look over your application and may call you for an interview. For any questions or to follow-up, please contact:
 - a. Aide (Educational/Paraprofessional) – Superintendent, Dr. William R. Nye Jr. or the Superintendent's Administrative Secretary, Arleen Kovats: (440) 805-4187
 - b. Bus Driver & Aide (Bus) – Transportation Supervisor, Lynn Hollingsworth: (440) 805-4568
 - c. Cook – Food Service Supervisor, Jeanette Bower: (440) 805-4549
 - d. Custodian – Maintenance Supervisor, Terry Hejduk: (440) 805-4189
 - e. Secretary – Building Principals or Secretaries: (440) 805-4545, Ext. 1 (ES), Ext. 2 (MS) or Ext. 3 (HS)
3. The Supervisor (or designee) will inform Arleen Kovats to add your application to be approved at the next monthly Board meeting. Typically the Board meetings are held the third Monday of every month.
4. Please obtain both a BCI&I and FBI background checks. You will need to call (440) 576-9023 and schedule your fingerprinting with the Ashtabula County Educational Service Center (ACESC) at 2630 West 13th Street, Ashtabula, OH 44004. Please confirm their hours of operation, cost and form of payment (cash or money order only). Please inform them to send your results to the Grand Valley Board of Education.
 - a. Aides (Educational/Paraprofessional) Substitutes need to take a paraprofessional exam and obtain an Educational Aide Permit at the ACESC. Please contact Pamela Gran at (440) 576-9023. Please check if you can schedule this exam when you get your fingerprinting done. This paraprofessional exam is waived for any applicant that has successfully completed two years of college beyond a high school diploma or equivalent.
 - b. Bus Driver Substitutes need to contact Lynn Hollingsworth at the Bus Garage at (440) 805-4568 to get instructions for obtaining a School Bus Certification and C.D.L.
5. Please call the appropriate Supervisor(s) and schedule training. You will not get paid for training.
6. After training and receiving your background checks, you can then be scheduled to substitute. Please go to the Grand Valley Board of Education and fill out the New Hire payroll paperwork. **This must be one no later than the first day of work to be paid.** Please bring your driver's license and SSN card (we will make copies). Also, provide a "voided" check or have your bank account and bank routing information available.

GRAND VALLEY LOCAL SCHOOLS

Grand Valley Local Schools provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

*Grand Valley Local Schools
Board of Education Office
111 Grand Valley Avenue West, Suite A
Orwell, OH 44076-9438
(440) 805-4545 Ext. 4, Option 1
(440) 437-1025 (Fax)
REVISED 02-22-2022*

APPLICATION FOR EMPLOYMENT

Today's Date _____ Date of Birth _____ Spouse's Name _____

Name _____ Cell Phone (_____) _____
Last First M.I.

Home Phone (_____) _____

Address _____
Street P.O. Box City State Zip

E-mail Address _____

ODE License # (if applicable) _____ Type of License _____

Position(s) applied for **(Please Circle)** **Aide (Educational/Paraprofessional)** **Aide (Bus)**

Bus Driver **Cook** **Custodian** (Are you willing to work afternoon shift? ____Yes ____No)

Secretary **Other** _____

Would you work: ____Part-Time ____Full-Time Specify Days/Hours if Part-Time _____

Job Skills/Qualifications **(Please list the skills and qualifications you possess for the position(s) for which you are applying)** _____

Bus Driver's Position

Years Driving Car _____ Truck _____ Bus _____

Do you have a Commercial Driver's License (CDL)? ____ Yes ____ No

If Yes: CDL License No. _____ Expiration Date _____

Have you ever been involved in a traffic accident? ____ Yes ____ No

If Yes, Explain _____

Has your Operator's License or CDL License ever been revoked? ____ Yes ____ No

Have you ever been arrested for violating any traffic laws? ____ Yes ____ No

If Yes, Explain _____

Are you willing to attend a School Bus Driver's Training Course? ____ Yes ____ No

Please furnish photocopies of any certificate(s) and bus driver's CDL license that you currently have.

PRIOR WORK HISTORY

(Beginning with the most recent)

Employer Name _____

Address/Phone _____

Position/Dates Worked _____

Supervisor _____

Why did you leave this job? _____

Employer Name _____

Address/Phone _____

Position/Dates Worked _____

Supervisor _____

Why did you leave this job? _____

Employer Name _____

Address/Phone _____

Position/Dates Worked _____

Supervisor _____

Why did you leave this job? _____

Have you ever been terminated or asked to resign from a position? ____ Yes ____ No

If Yes, Explain _____

RECORD OF EDUCATION

High School

Name _____

Location _____

Dates Attended _____

Degree/Date Received _____

College

Name _____

Location _____

Dates Attended _____

Degree/Date Received _____

Other

Name _____

Location _____

Dates Attended _____

Degree/Date Received _____

PERSONAL REFERENCES
(Not a relative or previous employer)

Name	Occupation	Email	Phone #
1.			
2.			
3.			

"Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree."

My signature below authorizes Grand Valley Local Schools to conduct a background investigation and authorizes release of information in connection with my application for employment.

The investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I would be rehired, reasons for not rehiring (if applicable), and similar information. I hereby give my consent for any employer, educational institution and/or any other individual to release any information requested in connection with this background investigation.

Employees of Grand Valley Local Schools must undergo a criminal background check from the Bureau of Criminal Intelligence and Investigation and the Federal Bureau of Investigation as a condition of employment and until that report is received and reviewed by the District, I am regarded as a conditional employee. An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code (3319.39) may be deemed ineligible to work and immediately released from employment as a result.

I hereby authorize such records check and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and the Federal Bureau of Investigation.

SIGNATURE OF APPLICANT

DATE

FOR OFFICE USE ONLY

_____ BC&I Background Check (Date)	_____ FBI Background Check (Date)
_____ Board Approved (Date)	