

## **INSTRUCTIONS FOR EMPLOYMENT APPLICATION**

*All application materials and procedure results should be sent to:*

*Superintendent's Office  
Columbiana Exempted Village Schools  
700 Columbiana-Waterford Road  
Columbiana, OH 44408  
Fax number: 330-482-5361*

**Applicants for a substitute teaching position** must contact the Columbiana County Educational Service Center. In conjunction with North Coast Shared Service Alliance, the CCESC now handles all of our substitute teacher application, contracting, payroll and scheduling.

Columbiana County Educational Service Center  
39720 Saltwell Road – Lisbon OH 44432  
330-424-9591 Ask for Traci Patterson – extension 188  
Rachel Wixey & Associates (NCSSA service partner)  
1-877-977-9499

**Applicants for a regular teaching position** must submit a cover letter, resume, and copy of valid Ohio teaching license. This application packet will be date stamped and filed according to area(s) of licensure and kept active for 365 days from the date it is received. Should an opening occur in the area(s) of licensure, the application packet will be forwarded to the building administrator the day the vacancy is posted. Should employment be offered, additional documentation will be required. *According to Board Policy 3120 you are not eligible for employment at Columbiana Exempted Village Schools as a teacher or administrator if you have a child, sibling, spouse, parent, in-law or bona fide dependent (IRS criteria) already employed as a regular full-time professional staff member or currently serving Board of Education member.*

**Applicants for a substitute bus driving position** must submit the following forms/procedure results. Once all materials have been received and credentials verified, hiring for a substitute bus driving position will take place at the next regularly scheduled Board of Education meeting with contract to follow. Forms/directives bulleted below are available from this site. Forms/directives asterisked below are available by request from the Superintendent's Office. Forms/documentation numbered below are to be provided by the prospective driver.

- Support staff application form
  - Support staff substitute information form
  - BCI&I and FBI background check results less than one year old
1. Current school year physical.
  2. Valid pre-service training certificate
  3. Copy of valid CDL with school bus endorsement. *Once this has been received the Superintendent's Office will request online a copy of the BMV abstract to be kept as part of the application packet.*

\* Drug screening – form available by request from the Superintendent's Office.  
*NOTE: TB test results not required unless specifically and individually requested by Columbiana Exempted Village Schools.*

**Applicants for a regular bus driving position** must submit the following forms/procedure results. The application packet will be date stamped and kept in the active file for 365 days from the date it is received. Should an opening occur, the application packet will be forwarded to the appropriate administrator the day the vacancy is posted. Should employment be offered, additional and current documentation will be required. Forms/directives bulleted below are available from this site. Forms/documentation numbered below are to be provided by the prospective driver.

- Support staff application form
- 1. Valid pre-service training certificate
- 2. Copy of valid CDL with school bus endorsement.

*According to Board Policy 4120 you are not eligible for employment at Columbiana Exempted Village Schools in a support staff position if you have a child, sibling, spouse, parent, in-law, or bona fide dependent (IRS criteria) already employed as a regular full-time classified staff member or currently serving Board of Education member.*

**Applicants for a substitute support staff position** must submit the following forms/procedure results. Once all materials have been received and credentials verified, hiring will take place at the next regularly scheduled Board of Education meeting with contract to follow. Forms/directives are available from this site.

- Support staff application form
- Support staff substitute information form
- BCI&I and FBI background check results less than one year old

*NOTE: TB test results and drug screening results not required unless specifically and individually requested by Columbiana Exempted Village Schools.*

**Applicants for a regular support staff position** must submit a support staff application form (available from this site) or a cover letter and resume. This application packet will be date stamped and filed according to area(s) of employment interest and kept active for 365 days from the date it is received. Should an opening occur in the area(s) of employment interest, the application packet will be forwarded to the building administrator the day the vacancy is posted. Should employment be offered, additional documentation will be required. *According to Board Policy 4120 you are not eligible for employment at Columbiana Exempted Village Schools in a support staff position if you have a child, sibling, spouse, parent, in-law, or bona fide dependent (IRS criteria) already employed as a regular full-time classified staff member or currently serving Board of Education member.*

**Applicants for a supplemental contract/director, supervisor or coach of a pupil activity program position** must submit the following form. Once form is received, credentials verified, and administrative recommendation for contract confirmed, hiring will take place at a regularly scheduled Board of Education meeting with contract to follow. Form is available from this site.

- Application for Supplemental Contract (annual one-page request for contract)
  - **a. If applicant is an employee of the district in another capacity, this form is all that is needed.**
  - **b. If applicant is NOT an employee of the district in another capacity but held a supplemental contract during the previous school year, this form is all that is needed.**

**IF THE APPLICANT DOES NOT FIT EITHER OF THE DESCRIPTIONS a. OR b. ABOVE, then should a position be offered, additional documentation will be required. Forms and directives will be provided to the applicant by the Superintendent's Office. Requirements will include, but may not be limited to, full application for employment, BCI&I background check results less than one year old, drug screening results.**

*NOTE: TB test results not required unless specifically and individually requested by Columbiana Exempted Village Schools.*

**NOTE:** Ohio Department of Education Pupil Activity Permit is required for athletic positions. This is handled jointly through the Athletic Office and the Superintendent's Office as part of the application/employment processes.