



Miami County Educational Service Center

Board of Education Office

Superintendent, David A. Larson

Treasurer, Cindy A. Hale

We would like to welcome you as a new employee of the Miami County Educational Service Center.

You will find below all the paperwork necessary to be officially employed with us. It will be necessary for you to print and complete the documents. You will then need to contact Melinda Hoffert, our Human Resources Coordinator, at 937/339-5100 ext. 1321 to schedule your hiring appointment. She will be glad to answer any questions you may have at that time.

You will need to bring the completed paperwork, your driver's license and social security card with you to your hiring appointment. As a new hire, it will be necessary for you to be fingerprinted and we can complete this on site for \$51.00, which must be paid in the exact amount in cash.

In addition to the paperwork listed below, you must provide us with a copy of your current Ohio teaching certificate/license or educational aide permit and with all official transcripts showing your grades and degree. If you do not have a current Ohio teaching certificate/license or educational aide permit, we can assist you with the application process.

Again, we are very happy you are joining our team and we look forward to working with you.

Thank you.