



HANCOCK COUNTY EDUCATIONAL SERVICE CENTER

7746 CR 140 • Findlay, OH 45840
(419) 422-7525 • Fax (419) 422-8766

“Meeting Student Needs Through Cooperative Efforts”

SUBSTITUTE AIDE FORM

(Please complete and return this form to the ESC)

Date _____ Renewal _____ or New _____

Name _____ (include maiden name)

Address _____

Cell Phone _____ Home Phone _____

Email _____

**Please notify the ESC if your name, address, phone number or availability changes during the school year.*

License _____ Expiration: _____

Schools you would like to substitute (please check):

Arcadia Arlington Cory-Rawson Liberty-Benton McComb Riverdale Van Buren Vanlue

*The following documents **MUST BE ON FILE** before you are eligible to be placed on the substitute aide list for the eight Hancock County Local Schools.*

Substitute Cover Sheet _____

Application _____

Copy of Valid Aide License _____

Copy of BCI/FBI Fingerprint Investigation Report BCI _____ FBI _____

Hancock ESC by appointment only, Monday/Wednesday/Friday.

Be sure to have the prints sent electronically to ODE and a copy to the ESC.

Copy of Drivers License and Social Security Card DL _____ SS Card _____

Records Release Form (if applicable for Renhill) _____

Renhill will provide training which will include safety training for ALL substitutes (this is mandatory).

*If you have questions call: Dawn Brandeberry at the ESC 8 a.m. to 4 p.m. at (419) 422-7525 ext. 231
or email: brandeberryd@hancockesc.org.*