

## Applicant Directions For Classified Staff

This checklist is designed for you to keep track of the items you need to complete for your intake meeting. The following items need to be turned in before you begin a position:

| Item   | Additional Information   |
|--|--|
| <b>Application</b> submitted online (Frontline / Applitrack)   | <a href="#">Click Here to Apply Online!</a> (Please advise if an application was not submitted.)   |
| <b>Copy of an educational aide permit</b> from the Ohio Department of Education. (Only needed if applying for a paraprofessional, monitor, lunch, or library aide position. Does not apply to secretaries.)  | Talk with a HR representative before going online at: <a href="https://safe.ode.state.oh.us/portal">https://safe.ode.state.oh.us/portal</a> to apply for an aide license.  |
| <b>Paraprofessional/Monitor: Copy of your Paraprofessional Test/Praxis scores or College Transcripts.</b> (Does not apply to library or lunch aides, and secretaries)  | To be eligible for an aide position you will need required proof of highly qualified status per State.   |
| <b>Copy of college or high school transcript or diploma.</b>   | If college transcripts are produced, high school credentials are not needed.   |
| <b>All new hire forms for Payroll and Human Resources.</b> The link is to the right of this paragraph.   | <a href="#">Support Staff Substitutes Forms Link</a>   |
| <b>Copy of background check</b> (Must be submitted to ODE within the last 12 months)<br><i>If you need a background check:</i> <ul style="list-style-type: none"> <li>• \$55 check or money order payable to Middletown City Schools <ul style="list-style-type: none"> <li>▪ \$25 for the state check (if only State is needed)</li> <li>▪ \$30 for the FBI check (if only FBI is needed)</li> </ul> </li> <li>• Please make an appointment for fingerprints: <ul style="list-style-type: none"> <li>▪ Tuesday &amp; Thursday 8-11 A.M. or 2:00 -4:00 P.M.</li> </ul> </li> <li>• Please bring your: <ul style="list-style-type: none"> <li>▪ Driver's License</li> <li>▪ Social Security Card</li> </ul> </li> </ul> | Background checks are a part of the new hire intake meeting. If a copy of the FBI and/or State background checks can be produced and are within 365 days and are current at O.D.E. then the background check is not necessary. |

Contact Mary Rose Farmer in Human Resources at 513-217-2650 for an appointment or for questions. Thank you for your interest.