



Three Rivers Local School District

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Dear Teacher Applicant:

Thank you for your interest in Three Rivers Local Schools. Ours is a small school district and the anticipated teacher turnover is very light. Interviews will be scheduled only as openings occur.

Attached is an application form and general information sheet regarding our district. If you are interested in part time or substitute teaching, please indicate on your application.

Guidelines for Completing Your Teacher Application

1. **Complete all items** listed on the application form even though you may have submitted a resume.
2. **Ohio Licensure/Certification is essential** even though you may hold a license/certificate from another state. Application forms for new Ohio teaching license/certificate may be obtained by accessing the Ohio Department of Education website at www.ode.state.oh.us.
3. **Include with your application** a copy of all licenses/certificates and transcripts.
4. **Background Checks are required for all employees**

Criminal Background Checks

Persons under final consideration for employment are subject to a fingerprint criminal background check by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). Please contact Gail Montague, Administrative Assistant, at 941.6400 for a list of fingerprinting agencies. Fingerprinting must be an electronic submission via WebCheck.

This check must be satisfactorily completed as a precondition of employment within this District.