

LIST OF THINGS NEEDED FOR APPLICATION PROCESS

The following is a list of things needed in order to *complete* the application process:

- ✓ East Cleveland Employment Application
- ✓ Valid Drivers License or State ID
- ✓ All Tax Papers (included in the Employment Application)
- ✓ Resume`
- ✓ TB Test Results
- ✓ Substitute teaching License Application
- ✓ Original College Transcripts (undergraduate and Graduate) needed when you turn in you application.
- ✓ Criminal Background Check (BCI)
- ✓ FBI Background Check (FBI) must also be done.

Below is a list of places you can do the BCI and FBI background check:

Call for Appointments

DIVERSITY EMPLOYMENT SERVICES

12800 Shaker Blvd.
Cleveland, OH
(216) 991-5500 ext. 305

BCI	\$35.00
FBI	\$35.00

GUARINO & ASSOCIATES

6240 Mayfield Road, Suite 202
Mayfield Heights, OH
(440) 953-0957

BCI	\$40.00
FBI	\$40.00