



Miami County Educational Service Center

Board of Education Office

Superintendent, Tom Dunn

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. You can print the documents, complete them, and either scan and email them back to Tom Dunn, Superintendent, at tom.dunn@miami.k2.oh.us or to his administrative assistant, Melinda Hoffert, at melinda.hoffert@miami.k12.oh.us, or you can bring them with you when you schedule your hiring appointment by contacting either of us at 937/339-5100. We will be glad to answer any questions you may have at that time.

You will need to bring your drivers license and social security card with you to your hiring appointment. If you have not been fingerprinted within the last year, you will need to do so. We can fingerprint you on site for \$49, which must be paid in the exact amount in cash. If you have results from fingerprinting that are less than one year old, you may bring them with you to your appointment.

In addition to the paperwork listed below, before you can begin teaching you must provide us with a copy of your current Ohio teaching certificate/license and with all official transcripts showing your grades and degree.

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

Thank you.