



NORWAYNE LOCAL SCHOOL DISTRICT



Superintendent
Kevin Leatherman
keleatherman@norwayne.net

350 SOUTH MAIN STREET
CRESTON, OHIO 44217
(330) 435-6382
FAX (330) 435-4633
www.norwayne.net

Treasurer
Nicole Peters
npeters@norwayne.net

"Providing excellence that stands the test of time."

BOARD OF EDUCATION

DOUG INGOLD
President
ANGIE SMITH
Vice President
KIRK GASSER
EARL RUPP
WINSTON WYCKOFF, III

NORWAYNE HIGH SCHOOL

DOUGLAS ZIMMERLY
Principal
350 S Main St
Creston, OH 44217
(330) 435-6384

NORWAYNE MIDDLE SCHOOL

DAVID DREHER
Principal
350 S Main St
Creston, OH 44217
(330) 435-1195

NORWAYNE ELEMENTARY

VINCE SETTE
Principal
NICOLE McQUATE
Assistant Principal
286 S Main St
Creston, OH 44217
(330) 435-6383

TRANSPORTATION COORDINATOR

LORI WEINMAN
161 S Main St
P O Box 4443
Creston, OH 44217
Phone (330) 435-1141
Fax (330) 435-6478

To: Non-Teaching Supplemental Contract Applicants
From: Superintendent Kevin Leatherman, Norwayne Local Schools
Re: District Employment Requirements

To be considered for a supplemental position with Norwayne Schools, applicants need to submit the following:

- A completed application form that includes an up-to-date resume detailing your employment, training, coaching experience, etc.;
- Copies of any certificate(s) and/or any license(s) regarding qualifications;
- Three references from persons in a position to attest to your character, performance, etc. Please include, titles, addresses and telephone numbers.

Upon being hired by Norwayne Schools, applicants will need to provide the following:

- Documentation of a criminal record check (BCI fingerprinting)
- A current Pupil Activity Validation Certificate and documentation of CPR and Sudden Cardiac Arrest training. Please contact the Athletic Director for additional information on these requirements.

The following documents must be obtained from and/or submitted to the Treasurer's Office:

- A signed copy of your supplemental contract
- Federal Withholding Allowance Certificate (W4)
- State Withholding Exemption Certificate (IT-4)
- Employment Eligibility Verification (I-9) – complete section one – *(please note you will need to provide your driver's license and social security card)*
- STRS/SERS membership form
- Norwayne Local Time Sheet (provided by the Treasurer's Office)

Please note that you will not be paid the supplemental stipend until all above information has been provided.

If you have any questions regarding the aforementioned, please feel free to contact the Superintendent at 330-435-6382.

suppleapplreq

Norwayne Local Schools
Supplemental Contract Position

Date of Application _____

Position being applied for _____

Name _____

Address _____
Street City Zip

Telephone Number _____

Educational Information

High School graduate? _____ If yes, from _____

College Degree(s)? _____ If yes, from _____

Other education/training? _____ If yes, explain _____

Previous Experience and/or Coaching Experience

Dates from:	To:	Employer(s)	Position(s) Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References

Please list three (3) persons, who are not related to you by blood or marriage, who will act as character references and are capable of identifying and speaking to your qualifications.

	Name	Address	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I certify that the information supplied in this application is, to the best of my knowledge, correct.

Signed _____

Please return completed application to:

Superintendent Kevin Leatherman
Norwayne Local Schools
350 South Main St
Creston, OH 44217

Telephone: 330-435-6382

The Norwayne Local School District does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.

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