



**Wayne Trace Local  
School District  
Lori Davis, Treasurer  
4915 US Route 127  
Haviland, OH 45851**



Phone: 419-263-2415, 399-4113 or 622-6300  
Fax: 419-263-2377

**The following are additional documents that are required of all employees to provide for employment with Wayne Trace Local School District:**

- \*\* Copy of your Driver's License
- \*\* Copy of your Social Security Card
- \*\* Copy of your BCI and FBI Finger Prints done within the last 12 months
- \*\* Copy of a Voided Check or Bank verification of account for Direct Deposit

**The following are additional documents that you may be required to provide for your employment with Wayne Trace Local School District depending on the substitute position you are being hired for:**

- \*\*Copy of your Valid Teaching License for Substitute Teacher/Tutor
- \*\*Copy of your Valid Teacher's Aide License for Teacher's Aide/Tutor

*Building a Strong Future on the Foundation of a Solid Past*

ONE DISTRICT – ONE MISSION – ONE VISION