

APPLICATION FOR EMPLOYMENT

I. EMPLOYMENT DESIRED

Full-Time _____

Part-Time _____

Substitute _____

Secondary

Academic Teacher _____

Program Instructor _____

Educational Tutor _____

Guidance _____

Adult Education

Instructor _____

District

Administration _____

Secretarial/Business _____

Maintenance _____

Custodial _____

Security _____

Other _____

II. PERSONAL DATA

Name _____ Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ - _____ Email Address _____

Years of Military Service _____

Do you object to having your present employer contacted? Yes _____ No _____

Have you ever been discharged or asked to resign from a position? Yes _____ No _____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____

If yes, provide explanation: _____

Date of availability: _____

III. EDUCATION

Schools

Name of Institution, City, State

Certification or Degree

High School _____

Vocational _____

College _____

G.E.D. _____

Other(Military) _____

Trade and Related Courses – Completed in high school, college, technical school, etc.

Name/Title of Course

Institution Offering Course

Date Completed

<u>Name/Title of Course</u>	<u>Institution Offering Course</u>	<u>Date Completed</u>

IV. EDUCATION EXPERIENCE (If applying for a teaching/administrative position)

<u>Name of Institution, City, State</u>	<u>Start Date</u>	<u>End Date</u>	<u>Position Held</u>	<u>Subject/Area</u>
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Teaching/Administrative Certificate/License(s)

Type _____	Certificate/License No. _____
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Subject Area _____	Semester Hours _____
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Type _____	Certificate/License No. _____
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Subject Area _____	Semester Hours _____
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TOTAL College Semester Hours _____

Have you had tenure in another Ohio school district?	Yes _____	No _____
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Are your certificate/license(s) current?	Yes _____	No _____
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List certificate/license(s) held (e.g., R.N., cosmetology, C.D.L., etc.) _____

V. OCCUPATIONAL/EXPERIENCE (non-teaching work experience)

<u>Employer</u>	<u>Address, City, State</u>	<u>Start Date</u>	<u>End Date</u>	<u>Specific Work Performed</u>
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(if additional space is needed, attach a separate sheet)

If unemployed, give reason for leaving previous job _____

Month and year of resignation from a previous job _____

VI. REFERENCES (superintendents, principals, teachers, supervisors, foremen, or employers who have observed your work)

<u>Name</u>	<u>Position/Title</u>	<u>Address, City, State</u>	<u>Telephone</u>
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List any additional information you think would be helpful concerning your knowledge, skills, and experience related to the job for which you are applying.

Briefly state what you feel you can contribute as an employee for the Scioto County Career Technical Center in the position for which you are applying.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment if I am employed by the District.

Signature of Applicant _____ Date _____

PLEASE NOTE: Copies of high school/college transcripts, trade school certificates, and teaching/administrative licenses which will assist us in considering this application should be included with this application or submitted at a later date.

The Board of Education may employ persons responsible for the care, custody, or control of children on the condition the candidate submits to and passes a Bureau of Criminal Identification and Investigation criminal record check in accordance with the Ohio Revised Code 3319.39. We must have your permission in order for this report to be completed. Your signature will authorize us to conduct work history, personal reference, and criminal record check.

Signature of Applicant _____

FOR OFFICE USE ONLY: Interview date _____ Interviewed by _____

TOTAL EXPERIENCE

_____ Military _____ Contract Length _____ Step on Salary Schedule

_____ Teaching _____ Work Days _____ Extended Service

_____ Industrial _____ Daily Rate

Salary Base \$ _____ Administrative Index _____

Starting Date _____ Contract Ending Date _____ Total Salary \$ _____

The Scioto County Career Technical Center Board of Education and its staff are dedicated to providing equal education opportunities and equal employment opportunities without regard to sex, race, color, creed, national origin, religion, age, or handicap. The regulations of Title IV, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX and Section 504 are followed.