

# Crestview Local Schools

531 East Tully Street  
Convoy, OH 45832

## Application for Employment (*Non-classified*)

**Crestview Local Schools** (also referred to as the "School") observes equal opportunity employment laws with respect to nondiscrimination on the basis of sex, race, sexual orientation, color, creed, age, national origin and disability in the recruitment and hiring of employees.

Date of Application \_\_\_\_\_ **Availability Date:** \_\_\_\_\_

<b><u>PERSONAL DATA</u></b>				
<b>Name:</b> _____				
Last	First	MI		
<b>Current Address:</b>			Telephone:	_____
Street	City	State	Zip	
<b>Permanent Address:</b>			Telephone:	_____
Street	City	State	Zip	

<b><u>POSITION APPLYING FOR</u></b> (Check Preferences)	
<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 - <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 - <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Special Area/s: _____
Subjects in order of preference: _____	
If a fulltime position is not available, will you consider a substitute position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION & LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

### TEACHING EXPERIENCE

SCHOOL YEAR	GRADE TAUGHT	NAME & ADDRESS OF SCHOOL	SUBJECT(S) TAUGHT	# OF MONTHS TAUGHT

Do you hold an Ohio Certificate/License?  Yes  No      Date Issued: \_\_\_\_\_ Expires \_\_\_\_\_

If yes, Credential Type and Number: \_\_\_\_\_

List all grades, subject matter or other area(s) of specialization that appear on your Ohio Certificate/License:

\_\_\_\_\_

**EMPLOYMENT HISTORY** – List your employers for the past 10 years, starting with the most recent. Be sure to provide the month and year worked at each job. Explain any gaps in employment in the “Comments” section below.

<b>CURRENT/LAST EMPLOYER</b>	Telephone	Dates Employed From                      To		Summarize responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
<b>PRIOR EMPLOYER</b>	Telephone	Dates Employed From                      To		Summarize responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
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<b>PRIOR EMPLOYER</b>	Telephone	Dates Employed From                      To		Summarize responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	

Comments (explain any gaps in employment) \_\_\_\_\_

**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experiences (*including U.S. military service*) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:


**GENERAL INFORMATION**

- Have you ever taught under a continuing contract in the State of Ohio?  Yes  No  
If so, where? \_\_\_\_\_
  
- Are you currently under contract?  Yes  No
- Have you ever been discharged or asked to resign from a teaching position?  Yes  No *If so, please attach an explanation.*
- Have you ever been formally reprimanded in any job you have held?  Yes  No *If so, please attach an explanation.*
- If hired, is there any reason why you cannot be highly punctual and regular in following any assigned work schedule?  Yes  No  
*If yes, why:* \_\_\_\_\_

**MILITARY SERVICE**

- Service in the U.S. Armed Forces?  Yes  No      Branch of Service \_\_\_\_\_
- Your current military status? \_\_\_\_\_

**PROFESSIONAL REFERENCES**

List names of professional educators capable of judging your teaching competence or potential. Beginning teachers must include cooperating teacher and university supervisor for student teaching experience. Experienced teachers must include administrators and supervisors for 2 most recent teaching assignments.

NAME	POSITION	COMPLETE ADDRESS (STREET/CITY/STATE/ZIP)	TELEPHONE

**STATEMENT**

In your own handwriting, what unique contributions do you believe you can make to *Crestview Local Schools*?

**SPECIAL INFORMATION**

Check any of the following activities that you are qualified to coach or direct.

- |  |                                     |                                       |  |
|--|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Volleyball   | <input type="checkbox"/> Dramatics       |
| <input type="checkbox"/> Baseball          | <input type="checkbox"/> Soccer     | <input type="checkbox"/> Wrestling    | <input type="checkbox"/> Marching Band   |
| <input type="checkbox"/> Basketball        | <input type="checkbox"/> Softball   | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Orchestra       |
| <input type="checkbox"/> Cross-Country     | <input type="checkbox"/> Swimming   | <input type="checkbox"/> Intramurals  | <input type="checkbox"/> Class Sponsor   |
| <input type="checkbox"/> Football          | <input type="checkbox"/> Tennis     | <input type="checkbox"/> Newspaper    | <input type="checkbox"/> Debate          |
| <input type="checkbox"/> Golf              | <input type="checkbox"/> Track      | <input type="checkbox"/> Yearbook     | <input type="checkbox"/> Student Council |

Other: \_\_\_\_\_

**ACKNOWLEDGEMENT**

- It is understood and agreed that the **Crestview Local Schools** Board of Education may contact former employer(s) for verification of my employment history.
- Pursuant to R.C. 3391.39(A), prior to making an offer of employment, **Crestview Local Schools** must request a criminal background check from the BCI and, under circumstances, the FBI. If you have been convicted of an offense described by the R. C. 3319.39(B), or other applicable laws and regulations, you may not be eligible for employment. I hereby release **Crestview Local Schools** and the reference source, from any liability in connection with its release or use.
- I understand that if I am conditionally employed prior to the District’s receipt of the BCI report and verification of my work experience, my continued employment will be conditioned upon:
  - satisfactory work experience as verified by contacts with former employers; and
  - receipt of a report demonstrating that I am in compliance with the Board of Education’s rules and regulations regarding applicant/employee criminal records, including the disclosure of criminal conviction(s) in accordance with federal, state and local requirements.
- In consideration of my employment, I agree to conform to the rules and regulations of **Crestview Local Schools**. I swear and affirm that the facts set forth in this application are true and complete. Any material misrepresentation on this application will constitute sufficient cause for rejection of my application and/or termination of my employment.
- By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Applicants are asked to contact the Superintendent’s Office if special accommodations are needed)*

*The **Crestview Local Schools** Board of Education affirms that no person shall, on the basis of sex, race, religion, creed, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or the designated coordinator.*

**Crestview Local Schools is an Equal Opportunity Employer**

**“Excellence Is Our Tradition”**