

Crestview Local Schools

531 East Tully Street
Convoy, OH 45832

Application for Employment *(Supplemental Contract/Non-teaching position)*

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:** _____

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

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				

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.

CURRENT/LAST EMPLOYER	Telephone	Dates Employed		Summarize responsibilities
		From	To	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
PRIOR EMPLOYER	Telephone	Dates Employed		Summarize responsibilities
		From	To	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
PRIOR EMPLOYER	Telephone	Dates Employed		Summarize responsibilities
		From	To	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				

Comments (explain any gaps in employment) _____

GENERAL INFORMATION

<ul style="list-style-type: none"> ▪ Have you ever taught under a continuing contract in the State of Ohio? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? _____ ▪ Are you currently under contract? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Have you ever been discharged or asked to resign from a teaching position? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, please attach an explanation.</i> ▪ Have you ever been formally reprimanded in any job you have held? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, please attach an explanation.</i> ▪ If hired, is there any reason why you cannot be highly punctual and regular in following any assigned work schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: right;"><i>If yes, why?</i> _____</p>

MILITARY SERVICE

<ul style="list-style-type: none"> ▪ Service in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch of Service _____ ▪ Your current military status? _____
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REFERENCES

List 3 personal references not related to you.

NAME	COMPLETE ADDRESS (STREET/CITY/STATE/ZIP)	TELEPHONE	YEARS KNOWN

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"/> Soccer | <input type="checkbox"/> Class Sponsor | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Softball | <input type="checkbox"/> Dramatics | <input type="checkbox"/> Scholastic Team |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Track | <input type="checkbox"/> FCCLA | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Cross-Country | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Marching Band | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Football | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Model UN | <input type="checkbox"/> |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Chorus | <input type="checkbox"/> National Honor Society | <input type="checkbox"/> |

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 BCII 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”