

ADMINISTRATIVE APPLICATION

Please return completed form to:

East Holmes Local Schools
6108 CR 77, Millersburg, OH 44654
330.893.2610
Website: www.eastholmes.org

Please print or type in black ink

Date _____

1. Name _____
Last First Middle

2. Address _____
Street, P.O. Box #, City, State, Zip Code

Telephone Number _____ E-mail Address _____

3. Position for which you are applying _____

4. Present Position _____

5. Do we have permission to contact your current employer? _____ Yes _____ No
_____ Ask at Interview

6. Current Salary _____ Salary Expectations _____

7. Do you currently hold a valid Ohio License/Certificate? _____

License Type _____ (2 yr. License, 5 yr. License, Temporary, 4 yr. Prov., 8 yr Prof., Permanent)

License Level _____ Issued When? _____
(Elementary, High School, Principal, etc.)

Concentration Areas Listed on License _____
(Math, ELA, Social Studies, Science)

Teaching Field and Grade Level _____
(Health, Phys Ed, Music, Arts, Foreign Language, Gifted)

*An Equal Opportunity Employer

-This application will remain active for 12 months-

8.

TRAINING

	School or Institution Name	Course	Diploma or Degree	Year of Graduation	Dates of Attendance From-To	Total Time Spent (Years)	Semester Hours Credit
High School							
Junior College							
College							
Graduate Work							
Special							
TOTAL							

9. Total semester hours credit for courses in education _____

10. Military Experience Number of Months

11. Work Experience Number of Months

12. Teaching/Administrative Experience

Name of School/Institution and Location	Grades or HS Subjects Taught or Position Held	Dates From-To	No. of Years	No. of Teachers in System
Total number of years experience in education				

13. Number days of accumulated sick leave, if any _____

14. A personal interview is required before an appointment will be made. Are you willing to come for an interview? _____

15. In what professional organization(s) do you hold memberships? _____

References: Give five references, including especially superintendents and principals under who you have taught/served, who have first-hand knowledge of your character, personality, scholarship, and ability.

Name	Address & Telephone	Official Position
1.		
2.		
3.		
4.		
5.		

Fingerprinting and Background checks will be required prior to employment. These are obtained at the expense of the applicant.

Applicants may be disqualified from employment for prior convictions. The following criminal offenses will disqualify an applicant: Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, failing to provide for functionally impaired person, aggravated menacing, patient abuse or neglect, kidnapping, abduction, child stealing, crim. child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonies sexual penetration, compelling prostitution, promoting prostitution, procuring, prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented material involving a minor, illegal use of a minor in nudity-oriented material/performance, aggravated robbery, robbery, aggravated burglary, burglary, abortion without informed consent, endangering children, domestic violence, carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into habitation or school, corrupting another with drugs, drug trafficking, adulteration of food, etc.)

I have read the above list of disqualifying crimes: _____
Applicant Signature

Read Carefully

Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Board of Education having received the results of the criminal records investigation. In these cases, the Board of Education shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from B.C.I., my *employment shall be contingent* upon subsequent receipt by the Board of Education of a report from B.C.I. which is consistent with my answer to the above question. In the event I have been employed prior to the Board of Education having received a report from B.C.I., and a subsequent report from B.C.I. is received which is not consistent with my answer to the above question, I specifically agree that the action of the Board of Education employment *shall be void* without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

Date: _____ Signed: _____

Office of the Superintendent
East Holmes Local Schools
6108 CR 77
Millersburg, OH 44654

TO:

_____		_____	
Name		Title	

Address			
_____		_____	
City	State	Zip	

I hereby give you permission to complete and release this reference form to the East Holmes Local School District. I agree that the information requested will become a part of my personnel file as an applicant or employee of the East Holmes Board of Education. I waive my right to see this information. I further release and agree to hold harmless the East Holmes Board of Education and the persons and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of action that I might have resulting or to result from the furnishing or utilization of the information requested and/or provided.

Date

Applicant's Signature

Position Applied for: _____

CONFIDENTIAL

The above named person has filed an application for employment with the East Holmes Local Board of Education. In completing the application the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee.

Will you please help us by completing the inquiry on the reverse side of this letter and adding any comments you may care to make? Your cooperation and promptness in returning this inquiry to us will be greatly appreciated.

Sincerely,

Superintendent
East Holmes Local Schools

To the applicant: Please send a copy of this form to all references listed on your employment application. You should include a pre-addressed, stamped envelope to be mailed directly to:

Office of the Superintendent
East Holmes Local Schools
6108 CR 77
Millersburg, OH 44654

Official Confidential Information

Based on your experience, please rate the applicant as follows:

Please indicate by checking	Outstanding	Above Average	Average	Fair	Below Average	Unknown
<u>Professional reliability and attitude</u>						
<u>Participation in school and community activities</u>						
<u>Maturity in social and intellectual areas</u>						
<u>Regularity of attendance</u>						
<u>Responsibility in areas of morality</u>						
<u>Supports school policies</u>						
<u>Acceptance of constructive supervision</u>						
<u>Cooperation with administration and faculty</u>						
<u>Concern for the individual child</u>						
<u>Capability in curriculum, materials, techniques</u>						
<u>Enthusiastic and vivacious in position</u>						
<u>Personal appearance</u>						
<u>Health</u>						
<u>Use of English</u>						
<u>Punctuality</u>						
<u>Attitude toward work</u>						

How long have you known the applicant? _____

Would you recommend employment of the applicant as an administrator? Yes ___ Without reservation ___

With reservation ___ Cannot recommend ___ Explain: _____

Would you want this person to work with your child in an educational setting? Yes ___ No ___

Information given above is based on (Check item that applies):

Personal acquaintance with applicant _____

Worked under my supervision _____

Student in my classes at school _____

A co-worker _____

Other _____

Remarks: _____

Firm/School: _____

Signature: _____

Address: _____

Position: _____

City/State/Zip: _____

Phone: _____