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STEVE ARNOLD, SUPERINTENDENT

TRICIA TAYLOR, TREASURER

### CERTIFIED EMPLOYEE APPLICATION FORM

**PROCEDURES:**

1. Please complete this application and return to either of the addresses above.
2. Please enclose a copy of the following:
  - a. Your teaching certification(s)
  - b. An *official* transcript
  - c. Ohio Revised Code Requires a Criminal Records (BCII) and an FBI Check on All School Employee Candidates Before Employment Becomes Final
  - d. A copy of your Social Security Card
  - e. A copy of your Driver's License
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

**DEMOGRAPHIC INFORMATION**

|                  |                  |                     |                       |
|------------------|------------------|---------------------|-----------------------|
| Name _____       |                  |                     |                       |
| Last             | First            | Middle              |                       |
| Address _____    |                  | City _____          | State _____ Zip _____ |
| Home Phone _____ | Cell Phone _____ | Email Address _____ |                       |

**FOR WHAT POSITION ARE YOU APPLYING?** Please check below:

|   |                                |                                 |                                  |
|---|--------------------------------|---------------------------------|----------------------------------|
| Elementary Teacher (K-3) _____                                  | Elementary Teacher (4-6) _____ | Junior High Teacher (7-8) _____ | High School Teacher (9-12) _____ |
| Subject Areas(s) _____  |                                |                                 |                                  |
| Special Education Teacher _____ Special Education Area(s) _____ |                                |                                 |                                  |
| Administrative _____ Position(s) _____                          |                                |                                 |                                  |
| Other _____   |                                |                                 |                                  |

**CERTIFICATION AREA(S)** (Please list certificates you presently have or those you anticipate receiving as a result of completion of studies)

| Type Levels | Areas | Grade |
|-------------|-------|-------|
|             |       |       |
|             |       |       |
|             |       |       |
|             |       |       |
|             |       |       |

**EDUCATION** (If you have not yet graduated, please list degree and date anticipated)

|                                  | <b>School/Location</b> | <b>Major/Minors</b> | <b>Degree</b> |
|----------------------------------|------------------------|---------------------|---------------|
| <b>High School Attended</b>      |                        |                     |               |
| <b>Colleges and Universities</b> |                        |                     |               |
|                                  |                        |                     |               |
|                                  |                        |                     |               |
|                                  |                        |                     |               |

**TEACHING/ADMINISTRATIVE EXPERIENCE** (Include student teaching experience if you have less than three years teaching experience)

| <b>Dates</b> | <b>School</b> | <b>Address</b> | <b>Position<br/>Grade/Subject</b> | <b>Extra Duties<br/>(i.e., curriculum com.,<br/>tech com.)</b> |
|--------------|---------------|----------------|-----------------------------------|--|
|              |               |                |                                   |  |
|              |               |                |                                   |  |
|              |               |                |                                   |  |
|              |               |                |                                   |  |
|              |               |                |                                   |  |

**OTHER EMPLOYMENT EXPERIENCE**

| <b>Dates</b> | <b>Employer</b> | <b>Address</b> | <b>Position</b> | <b>Extra Duties</b> |
|--------------|-----------------|----------------|-----------------|---------------------|
|              |                 |                |                 |                     |
|              |                 |                |                 |                     |
|              |                 |                |                 |                     |
|              |                 |                |                 |                     |
|              |                 |                |                 |                     |
|              |                 |                |                 |                     |

**PROFESSIONAL INVOLVEMENT**

| <b>Organization</b> | <b>Involvement (conferences, articles, leadership positions)</b> | <b>Dates</b> |
|---------------------|--|--------------|
|                     |  |              |
|                     |  |              |
|                     |  |              |
|                     |  |              |
|                     |  |              |

Are you involved in any organization outside your profession?  Yes  No  
If yes, have you held or do you hold any leadership position?  Yes  No

**BUILDINGS OF SUBSTITUTION** (Indicate (X) the school buildings at which you are willing to substitute:

|                               |                               |                               |                             |
|-------------------------------|-------------------------------|-------------------------------|-----------------------------|
| _____ Antwerp Elementary      | _____ Antwerp High School     | _____ Crestview Elementary    | _____ Crestview High School |
| _____ Grover Hill Elementary  | _____ Lincolnview Elementary  | _____ Lincolnview High School | _____ Payne Elementary      |
| _____ Wayne Trace High School | _____ Thomas Edison Preschool | _____ WBESC Resource Center   | _____ Vantage Career Center |

**AVAILABILITY & SALARY**

Part-Time Only \_\_\_\_\_ Full-Time Only \_\_\_\_\_ Either \_\_\_\_\_  
Salary Expected \_\_\_\_\_ Date Available \_\_\_\_\_

**REFERENCES - at least 3** (references may include Superintendents, Principals, and Supervisors for whom you taught or teach)

| Name | Position | Address | Phone |
|------|----------|---------|-------|
|      |          |         |       |
|      |          |         |       |
|      |          |         |       |
|      |          |         |       |
|      |          |         |       |

May we contact the above listed references? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Initial

It is understood and agreed that Western Buckeye Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (Ohio BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the receipt of the BCII report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experience as verified by contacts with former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employment criminal records and disclosure of criminal convictions listed in category OTHER.

\_\_\_\_\_  
Signature Date

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated. 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.

\_\_\_\_\_  
Signature Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

\_\_\_\_\_  
Signature Date