

# ELMWOOD LOCAL SCHOOLS

7650 Jerry City Road, Bloomdale, Ohio 44817  
Phone: (419) 655-2681 / 655-2568 Fax: (419) 655-3995

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## APPLICATION FOR EMPLOYMENT

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### *Certified / Licensed Position*

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#### PERSONAL INFORMATION:

Name \_\_\_\_\_  
                                    First  Middle  Last

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
                                    \_\_\_\_\_ Work Phone \_\_\_\_\_

Are you presently under contract to another district: \_\_\_\_\_ If yes, when does the contract expire? \_\_\_\_\_

Current Salary \_\_\_\_\_ Salary Expectation \_\_\_\_\_

Type of Certificate / License \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

#### MILITARY EXPERIENCE:

Years \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Branch? \_\_\_\_\_

#### ACADEMIC & PROFESSIONAL TRAINING (List highest degree first.)

SCHOOLS	NAME AND LOCATION OF SCHOOLS	DATES ATTENDED	MAJOR/ MINOR	SEMESTER HOURS	SUBJECTS/ GRADE LEVEL ON CERTIFICATE
College		From: To:			
College		From: To:			
College		From: To:			
High School					
Other					

**PROFESSIONAL EXPERIENCES:**

<b>Number of Years</b>	<b>Dates From / To</b>	<b>SCHOOL DISTRICT</b>	<b>Assignment</b>	<b>Name of Supervisor</b>	<b>Address / Telephone</b>	<b>Reason for Leaving</b>

OTHER WORK EXPERIENCE AND ACHIEVEMENTS VALUABLE TO YOUR CAREER.

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MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

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CIVIC AND COMMUNITY AFFILIATIONS:

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REFERENCES:

Please list below the names and current phone numbers of four persons who can speak of your professional competency and character. Include at least two names of professional colleagues.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Type of Acquaintance \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Type of Acquaintance \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Type of Acquaintance \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Type of Acquaintance \_\_\_\_\_ Work Phone \_\_\_\_\_

Do we have permission to contact the above name individuals ? \_\_\_\_\_

WHY ARE YOU INTERESTED IN THIS POSITION?

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PROVIDE A STATEMENT OF YOUR EDUCATIONAL PHILOSOPHY:

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A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:

1. Receipt of completed and signed application form.
2. Receipt of a current resume.
3. Receipt of copy of current Ohio Certificate / License or evidence that one is obtainable.
4. Receipt of an official university transcript of credits.

SEND ALL INFORMATION TO:

ELMWOOD BOARD OF EDUCATION  
7650 Jerry City Road  
Bloomdale, OH 44817

I certify the information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Disclosure of Investigative Consumer Reports:

In making this application for employment, it is understood that an investigation may be made whereby information is obtained through personal interviews with your friends, or others with whom you are associated or acquainted. This inquiry includes, as appropriate, information as to your general reputation and personal characteristics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, religion, age, national origin, handicap/disability or veteran status.

# *ELMWOOD LOCAL SCHOOLS*

## Pre-employment Requirements

I have been advised and understand that:

1. The background information supplied by an applicant for a position will be checked by the Elmwood Board of Education to assure the accuracy of the data furnished and the past performance record of the candidate.
2. I authorize the Elmwood Board of Education to make such investigations and inquiries of my personal, employment and related matters as may be necessary in arriving at its employment decision. I hereby release current and past employers, schools or persons from liability in responding to inquiries in connection with my application for employment.
3. I understand that as a precondition to employment in the position for which I am applying I must provide a set of fingerprints and satisfactorily pass a criminal record check if I come under final consideration for employment. (A certified copy of a BCII/FBI background check performed within the last year would also be acceptable.) **I will pay any costs associated with the fingerprinting and criminal records check requirement.**
4. I understand that any offer of employment is conditional upon the Elmwood Board of Education receiving a satisfactory record check from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. I understand that, if the result of the criminal record check is not satisfactory to the Elmwood Board of Education, the Board may choose or be required not to employ me or to release me from any conditional contract of employment.
5. I certify that all the information that I have provided to the Elmwood Board of Education is complete and accurate and is submitted with the intent that the Board of Education will rely on this information in making its employment decisions. I understand that, should the employer discover that I have falsified any such information; I will not be hired, or if already hired, will be subject to termination from employment on that ground.
6. This information is valid one year from the date of the BCII/FBI record check. Consideration after this time period will once again require the applicant to complete all pre-employment requirements.

### READ CAREFULLY

By signing this document I specifically agree that if I am employed by the Elmwood Local School District prior to its receipt of a response from the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation, my employment shall be contingent upon subsequent receipt by the Elmwood Local School District of a satisfactory report from BCII and FBI. I specifically agree that the action of the Elmwood Local School District employing me 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.

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Applicant's Signature

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Print Full Name

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Date