



Sandy Mers, Superintendent
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South Central Ohio Educational Service Center

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Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.
Address: _____
Street Address Apartment/Unit#
City State ZIP Code
Phone: _____ Cell Phone: _____ E-mail: _____
Social Security Number: _____
Are you a citizen of the United States? ___ Yes ___ No If no, are you authorized to work in the U.S.? ___ Yes ___ No
Have you ever been convicted of a felony? ___ Yes ___ No Position Applied for: _____
If yes, explain: _____

Education

Highest Level of Education Completed: _____ High School _____ Associate _____ Bachelor _____ Master
College: _____ State: _____
Degree: _____ Date Degree Received: _____
High School: _____ Year of Completion: _____ State: _____
Other: _____

Licensure/Certification

Licensure type _____ ODE State ID Number or Birth Date: _____
Teaching Field: _____ Expiration Date: _____
Licensure type : _____
Teaching Field: _____ Expiration Date: _____

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Previous Employment

Employer: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? ___ Yes ___ No

Previous Employment continued

Employer: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Have you ever taught under a continuing contract? Yes No

If yes, the school district and date a continuing contract (tenure) was granted:

School District _____ Date _____

Number of days absent from duty or classes in the past two years _____

Applicants are encouraged to submit a résumé with this application along with official copies of transcripts of all university work and copies of all valid Ohio certificates/licenses should accompany the application.

References

Please list three professional references.

Full Name: _____ Relationship: _____

Employer: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Employer: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Employer: _____ Phone: (____) _____

Address: _____

Disclaimer and Signature

READ CAREFULLY BEFORE SIGNING:

The undersigned applicant hereby expressly authorizes the South Central Ohio Educational Service Center, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal law enforcement, or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give the South Central Ohio Educational Service Center, its agents, or its employees any information they may have regarding me. I release the South Central Ohio Educational Service Center, and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

All information provided by me in support of my application for employment is true and accurate to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant Date: _____

If any of your educational or employment records are under any other name(s) other than the above name, please provide other name(s): _____

PLEASE NOTE: Applications will be kept on file for a period of one (1) year from date the application is submitted.

The South Central Ohio Educational Service Center does not discriminate on the basis of sex, religion, color, age, national origin, handicapped condition, or race in education programs and activities nor in its employment practices.

An Equal Opportunity Employer