

Teacher & Administrative Application

OHIO VALLEY EDUCATIONAL SERVICE CENTER

115 VICTORY PLACE, MARIETTA, OH 45750

Phone: 740-373-6669/Fax: 740-376-5809

(Return original completed application to the above address)

TO THE APPLICANT: Please indicate which district(s) you are interested in:

Fort Frye Local Frontier Local Warren Local Wolf Creek Local All

PLEASE PRINT:

Name:
Last First M.I.

Date:

Present Address:

City State Zip

Social Security #

Phone Number
Area Code/ Number

Cell Number
Area Code/ Number

PREFERENCES:

My Assignment Preference is: (Please Check)

Full Time Teaching Substitute Teaching

Position Preferred: (Please include subject and/or grade level)

1st Choice

2nd Choice

3rd Choice

I will be available to start teaching (Date):

CERTIFICATES/LICENSES: (Please include all valid certificates/licenses)

Name of Ohio Teaching Certificates/Licenses you hold	Date Issued	Date of Expiration	Certificate/License #	Subjects/Grades on Certificate/License
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

It is the policy of the Ohio Valley Educational Service Center that no candidate for a position shall be discriminated against on the basis of race, color, religion, national origin, creed, age, gender, marital status, non-disqualifying disability, height, or other protected categories

For Office Use Only: Date Application Received Interview Date:
Interviewed By:

ACADEMIC TRAINING:

Name of High School/College and Address	Degrees and Date Received	Dates of Attendance	Semester Hours	Major Area	Minor Area

TEACHING EXPERIENCE: (List all teaching experience - most recent first. Do not include student teaching). Please do not omit any information.

School Year (s)	School District	School Address/Phone Number	Superintendent/Principal's Name	Applicant's Position

Do we have your permission to contact the above mentioned persons?

Yes No

Are you presently under contract?

Yes No

If yes to whom:

Have you been employed under a continuing contract in Ohio?

Yes No

If yes, the continuing contract was granted by

Have you ever been discharged or requested to resign from a teaching position?

Yes No

If yes, why?

OTHER WORK EXPERIENCE: (Non-Teaching)

Firm/Business	Address	Kind of Work Performed	Dates of Service

List experiences you have had working with children outside of school - camps, community, at home, etc.

Please check all co-curricular activities which you are interested in and qualified to direct, coach or assist with:

- | | | |
|--------------------------------------------|----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Baseball-Softball | <input type="checkbox"/> Basketball | <input type="checkbox"/> Cheerleaders |
| <input type="checkbox"/> Club Advisor | <input type="checkbox"/> Debate | <input type="checkbox"/> Dramatics |
| <input type="checkbox"/> Football | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Newspaper (H.S.) |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Musicals | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Track-Cross Country | |
| <input type="checkbox"/> Yearbook (H.S.) | <input type="checkbox"/> Other | <input type="text"/> |

MILITARY SERVICE:

Have you served in the military? If so, list active service dates

Service Branch Discharged? Rank at Discharge

Significant duties/honors

BACKGROUND CHECK/CRIMINAL INVESTIGATION:

Have you ever been convicted of a felony? Yes No
 If yes, please attach an explanatory statement.

Have you ever been fingerprinted? Yes No

If yes, when? (Date)

Please note: If hired, you must be fingerprinted.

REFERENCES:

Please list at least THREE professional references.

Experienced teachers must include the names of principals and/or superintendents, including most recent supervisor or administrator. Beginning teachers must include the names of their cooperating teacher.

Professional References:

Name	Address	Telephone	Position/Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal References:

Name	Address	Telephone	Position/Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do we have permission to contact the above-mentioned persons? Yes No

If you are applying for an administrative position, do not complete this section. Please sign application at the bottom.

This section is designed to provide you an opportunity to share some of your experiences and thoughts about teaching. Please respond to each item in the space provided.

1. How do you help students experience success in learning?

2. How do you determine if your teaching methods are successful?

3. What special interests or abilities do you have that would enhance your success as an educator?

4. What are the most important things you do to maintain discipline in your classroom?

5. What are your most important reasons for wanting to be a teacher?

INFORMATION AND AUTHORIZATION (READ CAREFULLY BEFORE SIGNING):

No teacher is engaged permanently for a particular building, grade or subject. Placement is made on the basis of the best interests of the education program. Teachers, principals, and all other professional and non-instructional employees may be assigned to different school, grades or subjects within a local school district.

You must supply all the information requested. No applicant will be considered who does not hold a valid certificate issued by the Ohio Office of Certification and Licensure.

The applicant agrees to accept the provisions of the Ohio State Teachers Retirement System, and to comply with all the rules and regulations of the employing Board of Education.

This application will be considered active for twelve (12) months from the date filed. (If you are hired, it becomes part of your official employment record). Renewal may be made by personal or written request.

If an applicant is hired, a certified transcript of college or university credits and teaching experience must be submitted to the Ohio Valley Educational Service Center (ESC) Superintendent before the school year begins. The ESC shall certify to the Treasurer of the Local School District the experience, degree and hours of each teacher.

I agree that any claim or lawsuit relating to my service with [OVESC, Fort Frye, Frontier, Warren, Wolf Creek] must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I hereby authorize the transfer of all my school records. I further authorize the ESC to contact the references and request release of information without notifying me that the information is being transferred. Records and references may be transferred to other schools in the county without my written consent. I also understand that I will need to complete a background investigation by submitting my fingerprints through BCI/FBI. Any falsified statements in this document may be reason for dismissal.

Signature Field

Date

**OHIO VALLEY EDUCATIONAL SERVICE CENTER
115 VICTORY PLACE
MARIETTA, OH 45750
PHONE: 740-373-6669 / 740-374-5873
FAX: 740-376-5809**

TO: All New Employees, Applicants or any Applicant for an Ohio License or Renewal

RE: **CRIMINAL INVESTIGATION FINGERPRINT BACKGROUND CHECK - BCI/FBI**

**FINGERPRINT BACKGROUND CHECKS MUST
BE COMPLETED PRIOR TO EMPLOYMENT!**

The Ohio Board of Education requires a BCI and FBI criminal record check of a prospective school employee, applicant, and anyone requesting an Ohio educator license in the state of Ohio. Both BCI and FBI must be completed before ODE issues or renews a license.

Please call Diane Sullivan at Ohio Valley ESC, 115 Victory Place, Marietta (740-373-6669) for more information on fingerprinting through Webcheck.

Both BCI and FBI are required for all new employees. ODE requires that both BCI and FBI be completed every five years on all current employees.

School employees or applicants for a position in a school district are required to bring their driver's license and either cash, check or money order for \$66.00 in order to be fingerprinted.

For all others (non-school applicants), bring your driver's license and either cash or money order for \$66.00 in order to be fingerprinted. (No checks accepted).

If paying by cash, exact change only.

Fingerprints are completed at the Ohio Valley Educational Service Center, 115 Victory Place, Marietta, OH 45750.

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115 Victory Place, Marietta, OH 45750
740-373-6669 phone / 740-376-5809 fax

PLEASE READ THIS OVER CAREFULLY BEFORE COMPLETING APPLICATION:

To: Prospective Teacher Applicants

Re: Teacher/Administrative Application

Full Time Teaching or Administrative Position:

Blank teacher/administrative applications for Washington County schools will be kept at the following locations: the Ohio Valley Educational Service Center (ESC) Office and at the Superintendents' office in each of the four (4) local school districts including: Fort Frye, Frontier, Warren, and Wolf Creek. All county schools will use the same application. A prospective teacher/administrator may pick up an application at the ESC or at any of the above school district offices.

The completed original application must be returned to the Ohio Valley Educational Service Center. (You may send a copy to the school district office if you wish). The following is needed on file at the ESC if you are employed by a local district:

1. A completed application form.
2. Official college transcripts (showing all coursework).
3. Valid Ohio Teaching Certificate/License (original employer copy).
4. Training/Experience affidavit forms.
5. Results of a tuberculin skin test or chest x-ray.
6. Criminal Investigation Fingerprint Background Check (BCI/FBI) - (see attached).

Substitute Teaching Position:

All persons applying for substitute teaching shall complete the same application as for full-time teaching. The following is required:

1. Three (3) letters of reference shall be provided with the application. Professional references are preferred.
2. A copy of a valid Ohio teaching certificate/license (full time or substituting).
3. Results of a tuberculin skin test or chest x-ray.
4. Criminal Investigation Fingerprint Background Check (FBI/BCI) - (see attached)

If you have a preference as to a certain school or district that you wish to substitute in, please indicate on the front top section of the application.

All requirements stated herein must be completed before your name will be placed on the substitute list for local district consideration. A substitute teacher list is mailed from this office at the first of each month. Please keep this paper so you will know what is needed on file if you are employed full time.