



# Application for Employment

3120 F1

The Mid-East Career and Technology Centers Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information, in its programs, activities or employment. Those applicants requiring accommodation to the application and/or interview process should contact Stephanie VanDusen by phone at 740-454-0105.

### PLEASE PRINT

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other \_\_\_\_\_

Name of Source (if applicable) \_\_\_\_\_

LAST NAME		FIRST NAME		MIDDLE	
ADDRESS (STREET, RT. & BOX NO.)			CITY		STATE
					ZIP
HOME PHONE NUMBER			MOBILE PHONE NUMBER		

If necessary, best time to call you at home is \_\_\_\_\_ a.m. p.m.

May we contact you at work?.....  Yes  No

If yes, work number and best time to call \_\_\_\_\_ a.m. p.m.

Have you filed an application here before? .....  Yes  No

If yes, give date ..... / /

Have you ever been employed here before?.....  Yes  No

If yes, give dates ..... From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Date available for work ..... / /

Type of employment desired  Full Time  Part Time  Temporary  Seasonal  Educational Co-op

Are you on Layoff and subject to recall?.....  Yes  No

Will you relocate if job requires it? .....  Yes  No

Are you able to meet the attendance requirements of this position?.....  Yes  No

Will you work overtime if required?.....  Yes  No

Driver license number (if job related) \_\_\_\_\_ State \_\_\_\_\_

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer (or School District)	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer (or School District)	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer (or School District)	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer (or School District)	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Comments ( including explanation of any gaps in employment)

**Skills and Qualifications.** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our School District. \_\_\_\_\_

\_\_\_\_\_

## Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent, B. List number of years completed, C. Indicate degree or diploma earned, if any, D. Grade Point Average or Class Rank, E. Major, and F. Minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA or Class Rank	E. Major	F. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

## Certification

(Note: Please submit a photocopy of all of your Ohio teaching certificates with this application.)

Name of Ohio Teaching Certificates you hold	Date Issued	Date of Expiration	Certificate Number	Subjects or Grades Appearing on Certificates

## Practice Teaching

I completed my student teaching experience at: (Omit if you have two or more years of experience.)

Name of School City and State	Grades and Subjects Taught	Supervising Teacher/Phone No.	Dates

## References

List name and telephone number of three business/work references that are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references that are **not** related to you.

Name	Telephone	Years Known

List professional trade, business, civic associations, and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected categories.)

Organization	Offices Held

List special accomplishments, publications, awards (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected categories.)

---

---

---

---

---

List any additional information you would like us to consider.

---

---

---

---

---

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representative for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant's considerations for employment on a basis prohibited by local, state, or federal law.

This application is current for 12 months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that no representative of the Mid-East Career and Technology Centers has the authority to make assurance of employment until official hiring action is taken by the Board of Education at one of its regular monthly meetings.

I understand it is the Board's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_