

# Application for Administrative Position for



David N. Branch, Superintendent

Muskingum Valley ESC

205 N. Seventh St., Zanesville, OH 43701

Phone: 740-452-4518 FAX: 740-455-6702

Website: [www.mvesc.org](http://www.mvesc.org)

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This is an official application for employment at the Muskingum Valley Educational Service Center, and will be maintained for a period of two years from the application date. An applicant's file is considered complete when a resume, completed application, copies of certificates or licenses, copies of transcripts, and/or a university career services file are received by the Muskingum Valley Educational Service Center's office at the above-listed address. **Each section of this document must be completed entirely and truthfully.** Information identified in this application is subject to verification by the employer. Any untruthful statement on this document will be considered to be good and just grounds and cause for termination.

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## **PERSONAL INFORMATION**

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

Permanent Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Temporary Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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Please state briefly, in your own handwriting, your reason for wanting to become a Muskingum Valley Educational Service Center administrator.

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**EDUCATION**—Please list most recent first.

Name of School/College	Field of Study	GPA	Type of Degree/Hours

Total Undergraduate Hours: \_\_\_ Sem. Hours \_\_\_ Qtr. Hours          Total Graduate Hours: \_\_\_ Sem. Hours \_\_\_ Qtr. Hours

\*Official transcripts will be required at the time of employment to verify placement on salary schedules.

**CERTIFICATION/LICENSURE**

Type of Certificate/License Held	State	Expiration Date

**PRAXIS EXAMINATION**

Have you taken the Praxis Examination? (If yes, please submit a copy of your scores.)

Core Battery:    No    Yes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Month/YearSpecialty Area:    No    Yes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Month/YearSpecialty Area:    No    Yes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Month/Year

Have you taken the GRE? (If yes, please submit a copy of your scores.)

No    Yes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Year                          Quantitative                          Verbal                          Analytical  
Scores                          Score                          Score**TEACHING AND ADMINISTRATIVE EXPERIENCE**—Please list most recent first.

Name of School/Address	Position Held	Date From and To	Supervisor/Phone No.

\*All applicants offered employment in the Muskingum Valley Educational Service Center will be required to submit letters of verification from the former school district(s) listed above. Please use the attached form for verification of experience.

**WORK EXPERIENCE OTHER THAN TEACHING**—Please list most recent first.

Employer/Address	Position Held	Date From and To	Supervisor/Phone No.

**OTHER RELATED EXPERIENCE**

Please list below any other related experience; examples: coaching/advising, tutoring, volunteering activities, etc.

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**REFERENCES**

Name	Position/Relationship	Address	Phone No.

**READ EACH OF THE FOLLOWING QUESTIONS AND CHECK THE APPROPRIATE RESPONSE.** Use additional pages if necessary and attach to this application.

- Are you currently **under contract** with any school district for next year?  
No    Yes    If yes, please explain: \_\_\_\_\_
- Have you received a **continuing contract** in any Ohio school district?  
No    Yes    If yes, please explain: \_\_\_\_\_
- Have you ever been **involuntarily terminated or asked to resign** from employment in another district?  
No    Yes    If yes, please explain: \_\_\_\_\_
- Have you ever served in the **U.S. Military**?  
No    Yes    If yes, please explain: \_\_\_\_\_
- Have you achieved **National Teacher's Board Certification**?  
No    Yes    If yes, please explain: \_\_\_\_\_
- Have you applied for the **National Teacher's Board Certification**?  
No    Yes    If yes, please explain: \_\_\_\_\_
- Have you completed an **Individual Professional Development Plan** in your current school district?  
No    Yes    All applicants offered employment with the Muskingum Valley Educational Service Center will be required to submit the plan and verification of all completed activities to the Muskingum Valley Educational Service Center Local Professional Development Committee.
- Have you completed an official **Entry Year Program** in a previous school district?  
\_\_\_ No    Yes    If yes, please explain: \_\_\_\_\_
- Have you been trained as a **Mentor** in a previous school district to work with entry year/resident educator teachers?  
\_\_\_ No    Yes    If yes, please explain: \_\_\_\_\_
- Are you **bilingual**?  
\_\_\_ No    Yes    If yes, please list language(s) \_\_\_\_\_

**ADDITIONAL INFORMATION**—Use additional pages if necessary and attach to this application.

What are the three most important qualities of an effective administrator?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When you think about your students, staff and community members, in what major ways do you most want to influence their future?

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Please use all or part of the space below to give whatever additional information you would like to share about yourself. Feel free to elaborate about yourself, your education, your professional experience, community activities, etc.

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**BACKGROUND INVESTIGATION AND AFFIDAVIT:** Please read the following carefully, check the truthful and appropriate responses below, sign and date.

As a potential candidate for employment at the Muskingum Valley ESC, you are hereby notified that criminal record checks, including fingerprints, will be required of you should you come under final consideration for employment. A satisfactory criminal records check is a pre-condition for employment. Should you be hired, you will be required to submit your fingerprints to the Bureau of Criminal Identification and Investigation, and you will be instructed how to obtain the BCI/FBI background checks. Employment will be "conditional" pending receipt of the results of the BCI/FBI background check. If the criminal records check shows that you have been convicted of, or pled guilty to, any of the following, you will not be employed by the ESC. Likewise, any applicant who fails or refuses to cooperate in a criminal records check will not be employed by the ESC.

The specific criminal offenses which operate as a bar to employment are:

- Murder or aggravated murder
- Voluntary or involuntary manslaughter
- Assault, felonious assault, aggravated assault
- Failure to provide proper care for functionally impaired person
- Aggravated menacing
- Patient abuse or neglect
- Kidnapping, abduction
- Child stealing or child enticement
- Rape
- Sexual battery
- Felonious sexual penetration
- Sexual imposition or gross sexual imposition
- Corruption of a minor
- Importuning
- Voyeurism
- Public indecency
- Prostitution or procuring prostitution
- Compelling or promoting prostitution
- Pandering obscenity and/or child pornography
- Disseminating matter harmful to juveniles
- Pandering any sexually oriented materials involving or depicting minors
- Use of minor in nudity-oriented materials/performance
- Robbery or burglary or aggravated robbery or burglary
- Unlawful abortion
- Endangering children
- Contributing to unruliness or delinquency of child
- Domestic violence
- Carrying concealed weapon
- Having weapon while under disability
- Discharging firearm at or into school or residence
- Corrupting another with drugs
- Trafficking in drugs
- Placing harmful objects or substances in food
- Any other felony as per ORC 3319.31
- Any other offense of violence as per ORC 3319.31
- Any other theft offense as per ORC 3319.31
- Any other drug abuse offense not a minor misdemeanor

Please check the appropriate answer:

**YES    NO**

- Have you ever been suspended, dismissed, fired or discharged from a position of employment?
- Have you ever had a teaching certificate/license suspended or revoked?
- Have you ever been asked to resign from a position of employment?
- Is there any reason why you would not be able to perform the duties outlined in the job description with reasonable accommodations?

If your answer to any of the above questions is yes, please explain on a separate page and include in this application.

**PRE-EMPLOYMENT DRUG TEST:** Persons being considered for a position at the Muskingum Valley ESC may be asked to submit to a pre-employment drug/alcohol screening test prior to employment with the Governing Board. Any applicant found to test positive for a controlled substance as outlined in the DOT Regulations shall not be employed.

My signature below authorizes the Muskingum Valley ESC to conduct any investigation necessary to determine my qualifications for employment and authorizes release of information in connection with this application. I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that, if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

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

The Muskingum Valley Educational Service Center is an equal opportunity employer fully and actively supporting equal opportunities for all persons, regardless of race, color, religion, sex, age, creed, national origin or disability.

**Thank you for your interest in working with the children of the Muskingum Valley ESC.**