

Application for Teaching and Substitute Teaching Position



Lori Snyder-Lowe, Superintendent
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This is an official application for employment at the Muskingum Valley Educational Service Center, Muskingum County, Ohio, 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 superintendent'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.

PERSONAL INFORMATION

Name: _____
First Middle Last

Permanent Address: _____
Street City State Zip

Home Phone: _____ Office Phone: _____

Temporary Address: _____
Street City State Zip

Home Phone: _____ Office Phone: _____

POSITION APPLIED FOR

Positions for which application is being Made (be specific): (Example: Administrative Assistant, Paraprofessional, Custodian, etc.)
Full-time _____ Part-time _____ Substitute _____

First Choice: _____ Third Choice: _____

Second Choice: _____ Date Available: _____

Please state briefly, in your own handwriting, your reason for wanting a position with the ESC.

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

Core Battery: _____ No _____ Yes _____
Month/Year _____
Specialty Area: _____ No _____ Yes _____
Month/Year _____
Specialty Area: _____ No _____ Yes _____
Month/Year _____

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

_____ No _____ Yes _____
Year Quantitative Scores Verbal Score Analytical Score

STUDENT TEACHING

If student teaching has been completed within the last three years, please supply the following information:

STUDENT TEACHING ASSIGNMENT 1:

School: _____

Address: _____

Grade or Subject: _____ Date From: _____ Date To: _____

Supervising Teacher: _____

Address: _____

Faculty Advisor: _____

Address: _____

STUDENT TEACHING ASSIGNMENT 2:

School: _____

Address: _____

Grade or Subject: _____ Date From: _____ Date To: _____

Supervising Teacher: _____

Address: _____

Faculty Advisor: _____

Address: _____

TEACHING EXPERIENCE – Please list most recent first. Do not include substitute teaching unless substituting for 120 days in the same school district in the same school.

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

*All applicants offered employment in the MVESC will be required to submit letter 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 Hold	Date From and To	Supervisor/Phone No.

OTHER RELATED EXPERIENCE

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

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 the 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 **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 MVESC will be require to submit the plan an
 Verification of all completed activities to the MVESC 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 s 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 explain: _____
- Are you qualified (Ohio Pupil Activity Permit) and/or interested in **coaching or directing** extracurricular activities?
 ___ No ___ Yes If yes, please explain: _____
- Are you qualified by the **National Foundation of Coaching & OHSAA**?
 ___ No ___ Yes If yes, please explain: _____
- Have you completed a **Concussion** class? A **CPR** class?
 ___ No ___ Yes: _____ ___ No ___ Yes If yes, please explain: _____

ADDITIONAL INFORMATION-Please use your own handwriting, use additional pages if necessary and attach to the application.

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

1. _____

2. _____

3. _____

When you think about your students, in what major ways do you most want to influence their lives?

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, ect.

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

As a potential candidate for employment at the Muskingum Valley ESC, you 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 precondition 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 check. Employment will be "conditional" pending receipt of the results of the BCI/FBI background check. If the criminal records check shows that the applicant has been convicted of, or pled guilty to, any of the following, he/she 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 object or substance 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 convicted of or pled guilty to any violation above?
_____	_____	Have you ever been convicted of or charged with any violation of the law other than a minor traffic violation? (This includes but is not limited to misdemeanors, felonies, driving while intoxicated even if no time was served)
_____	_____	Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child?
_____	_____	Have you ever been investigated by the Department of Social Services-Child Protective Services Unit for abuse or neglect with a result of "founded" or "reason to suspect"?
_____	_____	Do you have criminal charges or procedures pending?
_____	_____	Have you ever been suspended, dismissed, fired or discharged from a position of employment?
_____	_____	Have you ever had a teacher 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 accommodation?

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.