## Application for Teaching and Substitute Teaching Position



Lori Snyder-Lowe, Superintendent 205 N. Seventh St. Zanesville, OH 43701 Phone: 740-452-4518 Fax: 740-455-6702 Website: www.mvesc.org

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			
Full-time Part-time Subs	Third Choice: _		
Second Choice:	Date Available: _		
Please state briefly, in your own hand	dwriting, your reason for wanting a position with th	ne 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.
 Sem. Hours:
 Qtr. Hours:

### **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 th	e GRE? (If yes, pl	ease submit a copy o	f 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:

**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

Position/Relationship	Address	Phone No.
	Position/Relationship	Position/Relationship     Address

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

NO	Yes If yes, please explain:
Have you r	eceived a <b>continuing contract</b> in any Ohio school district?
•	Yes If yes, please explain:
	ever been involuntarily terminated or asked to resign from employment in another district?Yes If yes, please explain:
NO	
Have you e	ever served in the U.S. Military?
No	Yes If yes, please explain:
Have you a	chieved National Teacher's Board Certification?
	Yes If yes, please explain:
,	pplied for National Teacher's Board Certification?
No	Yes If yes, please explain:
Have you c	ompleted 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 c	ompleted an official Entry Year Program in a previous school district?
No	Yes If yes, please explain:
	een trained s a <b>Mentor</b> in a previous school district to work with entry year/resident educator teachers?
-	Yes If yes, please explain:
	· · · · · / · · / · · / · · / · · · ·
Are you <b>bil</b>	
No	Yes If yes, please explain:
Are you qu	alified (Ohio Pupil Activity Permit) and/or interested in <b>coaching or directing</b> extracurricular activities?
	Yes If yes, please explain:
	alified by the National Foundation of Coaching & OHSAA?
	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.				
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 abut yourself, your education, your professional experience, community activities, ect.

### BACKGROUND INVESTIGATION AND AFFIDAVID: Please read the following careful, 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. ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE. 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.