

Application for Treasurer Position for Caldwell Exempted Village School District



For information, please contact:
Lori Snyder-Lowe, Superintendent
Muskingum Valley ESC
205 N. Seventh St., Zanesville, OH 43701
Phone: 740-452-4518 FAX: 740-455-6702



This is an official application for employment as the treasurer of the Caldwell Exempted Village School District and will be maintained for a period of two years from the application date. An applicant's file is considered complete when the following items are received by the superintendent's office at the above-listed address: a cover letter outlining the candidate's desire to be treasurer; current resume; completed application, contact information for five references, both personal and professional; any other materials that support the applicant's qualifications. **Each section of this document must be completed entirely and truthfully.** Information identified in this application is subject to verification by the employer. Candidates are asked to not contact the Board of Education members about this position.

PERSONAL INFORMATION

Name:

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First

Middle

Last

Permanent Address:

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Street

City

State

Zip

Cell Phone:

Office Phone:

Temporary Address:

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Street

City

State

Zip

Cell Phone:

Office Phone:

Please state briefly your reason for wanting to become the Caldwell Exempted Village School District Treasurer:

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.

CERTIFICATION/LICENSURE

PRAXIS or PEARSON EXAMINATION

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

Name of Test:	<input type="text"/>	Month/Year	<input type="text"/>
Name of Test:	<input type="text"/>	Month/Year	<input type="text"/>
Name of Test:	<input type="text"/>	Month/Year	<input type="text"/>

Have you taken the GRE? (If yes, please submit a copy of your scores.) Yes No

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Quantitative Scores	Verbal Score	Analytical Score

FISCAL 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 Caldwell Exempted Village School District will be required to submit letters of verification from the former school district(s) listed above.

WORK EXPERIENCE—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?
Yes No If yes, please explain:
- Have you received a **continuing contract** in any Ohio school district?
Yes No If yes, please explain:
- Have you ever been **involuntarily terminated or asked to resign** from employment in another district?
Yes No If yes, please explain:
- Have you ever served in the **U.S. Military**?
Yes No If yes, please explain:
- **Are you bilingual?**
Yes No If yes, please list language(s):

ADDITIONAL INFORMATION

What are the three most important qualities of an effective Caldwell Exempted Village School District treasurer?

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.

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 Caldwell Exempted Village School District, 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, he/she will not be employed by the Caldwell Exempted Village School District. Likewise, any applicant who fails or refuses to cooperate in a criminal records check will not be employed by the Caldwell Exempted Village School District.

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 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 accommodations?

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

PRE-EMPLOYMENT DRUG TEST: Persons being considered for a position at the Caldwell Exempted Village School District may be asked to submit to a pre-employment drug/alcohol screening test prior to employment with the Board of Education. 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 Caldwell Exempted Village School District 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 Caldwell Exempted Village Board of Education is non-discriminatory on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities as set forth in the various acts of the federal government and applicable state department of education standards.

Thank you for your interest in working with the children of the Caldwell Exempted Village School District.