

# Application for Substitute Position



Monte Bainter, Superintendent  
205 N. Seventh St. Zanesville, OH 43701  
Phone: 740-452-4518 Fax: 740-455-6702  
Website: [www.mvesc.org](http://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 under penalty of falsification of public record (R.C.2921.13)

## PERSONAL INFORMATION

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 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: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Date Available: \_\_\_\_\_

## Education: (Please List most recent first)

Name of School/College	High School/GED	Associate /Bachelor/ Master/Doctoral Degrees

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**CERTIFICATION/LICENSURE**

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Type of Certificate/License Held	State	Expiration Date

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**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.

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

\*All applicants offered employment in the MVE SC 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.

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

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

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**REFERENCES**

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Name	Position/Relationship	Address	Phone No.

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

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- Are you currently **under contract** with any school district?  
\_\_\_\_ No \_\_\_\_ Yes If yes, please explain: \_\_\_\_\_
- Have you ever received a **continuing contract** in any Ohio school district?  
\_\_\_\_ No \_\_\_\_ Yes If yes, please explain: \_\_\_\_\_
- Have you ever been **involuntarily terminated, non-renewed, asked to resign, or resigned pursuant to a separation agreement** 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 MVE SC will be required to submit the plan and Verification of all completed activities to the MVE SC 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 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 If yes, please explain: \_\_\_\_\_

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

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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 or any offer of 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 include without limitation:

- 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 matters 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 weapons while under disability
- Discharging firearms 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

Note: The Ohio General Assembly or State Board of Education may amend this list from time to time.

Please check the appropriate answer:

Yes	No	
_____	_____	Have you ever been convicted of or pled guilty to any violation listed above?
_____	_____	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 suspended, renewed, asked to resign, resigned pursuant to separation agreement, terminated, dismissed, fired or discharged from any position of employment?
_____	_____	Have you ever had a teacher certificate/license suspended or revoked?
_____	_____	Have you tested positive in the last two years for alcohol or substance abuse?
_____	_____	Are you able to perform the duties outlined in the job description of the position(s) you are seeking with or without a reasonable accommodation?

If your answer to any of the above questions is yes, please explain it on a separate page and include it 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, referral to law enforcement for prosecution, or both.

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.**