

WEST HOLMES LOCAL SCHOOL DISTRICT
28 WEST JACKSON STREET
MILLERSBURG, OH 44654-1397
Phone: (330) 674-3546 · FAX: (330) 674-1177

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED _____
DATE OF INTERVIEW _____
DATE TRANSCRIPTS RECEIVED _____
DATE CREDENTIALS RECEIVED _____

PROFESSIONAL EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

Please print or type:

I. PERSONAL DATA

Social Security No. _____

Last Name _____ First Name _____ Middle Name _____

Current Address: _____ (_____) _____
Until _____ Number and Street _____ City _____ State _____ Zip _____ Area _____ Telephone _____
Date _____ Code _____ Number _____

Permanent Address _____ (_____) _____
Number and Street _____ City _____ State _____ Zip _____ Area _____ Telephone _____
Code _____ Number _____

If you have a work phone number where we may contact you, please indicate: (_____) _____

II. POSITION FOR WHICH APPLICATION IS MADE:

Full-time teaching _____ Part-time teaching _____ Substitute teaching _____

Level:
 Elementary School Middle School High School
 Special Ed. Tutoring Other (Music, PE, Art, Etc.)

Administration:
 Elementary Middle School High School

Guidance:
 Elementary Middle School High School

List any co-curricular or extra-curricular activities you are able to conduct: _____

Do you hold an Ohio Certificate? _____ What Grade? _____
(Temporary, 4 yr. prov., 8 yr. prov., permanent)

What type? _____ When Issued? _____ Date to be Renewed: _____

**This application will remain active for one year.*

III. TRAINING

| | School or Institution Name | Diploma or Degree | Year of Graduation | Dates of Attendance From - To | Total Time Spent Years | Semester Hours |
|----------------|----------------------------|-------------------|--------------------|-------------------------------|------------------------|----------------|
| High School | | | | | | |
| Junior College | | | | | | |
| College | | | | | | |
| Graduate Work | | | | | | |
| Special | | | | | | |
| TOTAL | | | | | | |

Total Semester hours credit for courses in Education: _____

If an applicant for a High School position:

Major subject and semester hours of credit: _____

Minor subject and semester hours of credit: _____

Activities in High School and College, such as Speech, Dramatics, Clubs, Athletics, and Special Honors, etc.

High School: _____

College: _____

I completed my student teaching experience at:

| Name of School City and State | Grades and Subjects Taught | Cooperating Teacher/Phone No. | Dates |
|-------------------------------|----------------------------|-------------------------------|-------|
| | | | |
| | | | |

IV. MILITARY SERVICE RECORD

Are you eligible for United States Military Service Credit? Yes _____ No _____

Date Served: From: _____ to: _____

VII. REFERENCES

Give three references of people who have first hand knowledge of your character, personality, scholarship, and teaching ability, including especially superintendents and principals under whom you have taught.

| Name | Address | Official Position/Phone Number |
|------|---------|--------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

VIII. MISCELLANEOUS INFORMATION

All applications for employment are subject to a criminal records check through the Bureau of Criminal Identification and Investigation pursuant to the authority of Section 3319.32 and Section 109.57, Revised Code.

Have you ever been convicted of a felony? Yes _____ No _____ If yes, explain:

IX. STATEMENT

Write a brief statement, on another sheet of paper in your own handwriting, stating your teaching or other educational experiences and interest (extra curricular, coaching, recreational, travel, etc.) which would have a bearing upon your qualifications for the position you are seeking.

I hereby certify the above information, to the best of my knowledge, is true, accurate, and complete. Any falsification of this record will be sufficient cause for disqualification or dismissal after my employment (if I am hired). Furthermore, it is understood this application becomes the property of the West Holmes Board of Education.

Date of application

Signature of applicant

The West Holmes Board of Education is an Equal Opportunity Employer. West Holmes Local School District reaffirms its policy to provide equal opportunity to all persons without regard to race, color, religion, sex, national origin, age, disability, and political affiliation.
