

CRESTLINE EXEMPTED VILLAGE SCHOOL DISTRICT BOARD OF EDUCATION

401 Heiser Court P.O. Box 350
Crestline, Ohio 44827

An Equal Opportunity Employer

For employment opportunities, please check: www.crestline.k12.oh.us

ADMINISTRATIVE APPLICATION FOR EMPLOYMENT

PLEASE TYPE OR PRINT

Date of Application: _____ / _____ / _____

PERSONAL

First Name	Middle	Last	Telephone Number
<i>Present</i> Address: Street, City, State, Zip Code			Cell Number
Temporary Address: (if applicable) Street, City, State, Zip Code			Telephone Number (if applicable)
E-mail Address:			

Position applying for: Elementary _____ High School _____ Superintendent _____ Treasurer _____
(Grades PK-6) (Grades 7-12)

CERTIFICATION / LICENSURE INFORMATION:

Certified/Licensed Subject Areas: _____

Please include a copy of the certificate(s)/license(s) with this application.

_____ **STATE OF ISSUANCE** _____ **EXPIRATION DATE**

EXTRACURRICULAR ACTIVITIES / SPECIAL TALENTS:

Underscore any of the following that you are able and willing to direct or coach:
Academic Challenge, Yearbook, Class Advisor, National Honor Society, Spanish Club, School Plays,
Student Council, Band, Orchestra, Choral Music, Cheerleader Advisor, Cross Country, Football,
Volleyball, Soccer, Golf, Wrestling, Basketball, Baseball, Softball, Track, other:

EDUCATION

NAME AND ADDRESS OF SCHOOL List High School and College(s)/University(s)	MAJOR	Diploma or Degree	Year of Graduation	DATES OF ATTENDANCE From - To	NUMBER OF SEMESTER HOURS
1					
2					
3					

Total Semester Hours of Education Credit _____

Please list appropriate activities you participated in during school or college:

High School _____

College _____

Please list the professional organizations to which you currently belong: _____

ADMINISTRATIVE EXPERIENCE

Name of School or Institution and Address	Administrator or Supervisor	Position Held	DATES From - To	Number of Years	Salary	Reason for Leaving
1						
2						
3						
4						

COMMUNITY INVOLVEMENT

	Position	Dates of Service

ADDITIONAL INFORMATION:

REFERENCES – Please give three references, who have first-hand knowledge of your character, personality, scholarship and leadership ability.

Name	Address	Phone	Official Position
1.			
2.			
3.			

Number of days of accumulated sick leave, if any _____

Present Salary: _____ Minimum salary per year you would accept: _____

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 or pleaded guilty to, or are you currently charged with, any felony, any violation of Sections 2903.01 - .04, 2903.11 - .13, 2903.16, 2903.21, 2903.34, 2905.01, 2905.02, 2905.04, 2905.05, 2907.02 - .09, 2907.12, 2907.21 - .25, 2907.31 - .323, 2911.01, 2911.12, 2919.12, 2919.22, 2919.24, 2919.25, 2923.12, 2923.13, 2923.161, 2925.02, 2925.03, or 3716.11 of the Revised Code, any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offenses?

PLEASE INDICATE YOUR ANSWER BY SIGNING YOUR NAME ON THE APPROPRIATE LINE:

No _____ Yes _____

Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Board of Education’s receipt of the results of the criminal records investigation. In these cases, the Board of Education shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from B.C.I./F.B.I. my employment shall be contingent upon subsequent receipt, by the Board of Education, of a report from B.C.I./F.B.I. which is consistent with my answer to the above question. In the event I have been employed prior to the Board of Education having received a report from B.C.I./F.B.I., and a subsequent report from B.C.I./F.B.I. is received which is not consistent with my answer to the above question, I specifically agree that the action of the Board of Education employing me shall be void without any further action by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

Date: _____ Signature: _____

The information provided on this application is accurate. I understand that falsification of any information requested may result in my immediate termination.

Date: _____ Signature: _____

****A personal resume may be attached to this application form with any other information you feel may further your application. Your application will remain active one year from receipt.**