

**APPLICATION FOR EMPLOYMENT
 CELINA CITY SCHOOLS
 585 E. Livingston Street
 Celina OH 45822-1784**

Application date _____

Procedures:

1. Please complete this application and return to: **Personnel Office, Celina City Schools Board of Education, 585 E. Livingston Street, Celina OH 45822-1784.**
2. Please enclose a copy of the following:
 - a. Your teaching certificate(s) or license.
 - b. An official transcript.
 - c. If applicable, your results of the Pre-Professional Skills Test, the National Teachers Exam, and/or the State of Ohio Teacher Exam.
 - d. Resumé including 3-5 references (addresses and phone numbers).
 - e. The completed handwritten answers for a writing sample.
3. After review of the completed application and requested materials, interviews will be arranged with selected candidates for vacant positions.
4. If you need assistance in completing this application, please contact the receptionist @ 419-586-8300 Ext 1100.

Demographic Information:

| | | |
|--|------------|-----------------------|
| Name _____ | | |
| Last | First | Middle |
| Address _____ | | |
| City _____ | State ____ | Zip _____ Phone _____ |
| Alternate Address _____ | | |
| City _____ | State ____ | Zip _____ Phone _____ |
| Social Security Number or State Teacher ID Number (to verify certification/licensure) _____ | | |

For what position are you applying? Please check all that apply:

| | |
|----------------------------------|--------------------------------|
| Pre-Kindergarten (PS-3) _____ | Kindergarten-Elem. (K-8) _____ |
| Kindergarten-Primary (K-3) _____ | Elementary (1-8) _____ |
| Middle Grades (4-9) _____ | Area _____ |
| High School (7-12) _____ | Area _____ |
| Educ. of the Hand. (K-12) _____ | Area _____ |
| Special All Grades (K-12) _____ | Area _____ |
| Administration _____ | Area _____ |
| Other _____ | Area _____ |

References (Name references including superintendents, principals, and supervisors for whom you taught or teach):

| Name | Position | Address | Phone |
|------|----------|---------|-------|
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It is understood and agreed that Celina City Schools Board of Education may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the receipt of the BCI report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experience as verified by contacts with former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions listed in category **OTHER**.

Signature

Date

I declare that the information contained in this application and in my resumé is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resumé, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

Signature

Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

Signature

Date

Certification/Licensure Area(s) (Please list certificates/licenses you presently have or those you anticipate receiving as a result of completion of studies):

| Type | Areas | Grade Levels |
|------|-------|--------------|
| | | |
| | | |
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| | | |

Teaching/Administrative Experience (Include student teaching experience if you have less than three years teaching experience):

| Dates | School | Address | Position Grade/Subjects | Extra Duties (i.e. Curr. Comm., etc. |
|-------|--------|---------|----------------------------|---|
| | | | | |
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Other Employment Experience:

| Dates | Employer | Address | Position |
|-------|----------|---------|----------|
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Celina City School District provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, sex, religion, or handicapping condition.

