

**WEST HOLMES LOCAL SCHOOL DISTRICT**  
**28 WEST JACKSON STREET**  
**MILLERSBURG, OHIO 44654-1397**  
PHONE: (330) 674-3546 \* FAX: (330) 674-2242

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED \_\_\_\_\_  
DATE OF INTERVIEW \_\_\_\_\_  
DATE OF 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: \_\_\_\_\_  
Number and Street City State Zip

Permanent Address: \_\_\_\_\_  
Number and Street City State Zip

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

**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 Renew: \_\_\_\_\_

***\*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						
<b>TOTAL</b>						

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: \_\_\_\_\_

**V. TEACHING EXPERIENCE**

Include all contracted positions you have held as a certified teacher. List chronologically with recent position first. In Ohio, 120 or more days' experience in the same school year equals one year.

Name of School/Address (include zip code)	Principal's Name and phone no.	Grades, Subjects Taught, and Related Assignments	Dates From	Dates To	Total Years

Total Years of teaching experience to date: \_\_\_\_\_  
(120 or more days in the same school year equals one-year credit)

Have you ever been granted and/or taught under a continuing contract in Ohio? Yes \_\_\_ No \_\_\_

If so, where and when?

\_\_\_\_\_

Are you currently under contract for the present school term? \_\_\_\_\_

When does your current contract expire? \_\_\_\_\_

Have you previously applied or been employed by this school district? \_\_\_\_\_

Have you ever been discharged or been requested to resign from a teaching position? \_\_\_\_\_ If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VI. NON-TEACHING EXPERIENCE**

List in chronological order with most recent position first.

Name of Employer	Address	Dates From	Dates To	Kind of Work

**VII. REFERENCES**

Give three references of people who have firsthand 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

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**VIII. MISCELLANEOUS INFORMATION**

All applications for employment are subject to 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: \_\_\_\_\_

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**IX. STATEMENT**

Write a brief statement, on another sheet of paper in your own handwriting, stating your teaching or other educational experiences and interest (extracurricular, 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 West Holmes Board of Education.

\*\*Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

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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.

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