

CLASSIFIED APPLICATION FOR EMPLOYMENT

North Central Ohio Educational Service Center

Tiffin Campus • 928 West Market St., Suite. A • Tiffin, OH 44883

Marion Campus • 333 East Center Street • Marion, OH 43302

Mansfield Campus • 1495 West Longview Avenue • Mansfield, OH 44906



APPLICATION PROCEDURE

- 1. Please complete this application and return to: Dr. Jim Lahoski, Superintendent North Central Ohio Educational Service Center 928 W. Market St., Suite A Tiffin, OH 44883
2. Please enclose a copy of the following: Completed and signed application form. Copy of current license/certificate or evidence that one is available (if applicable). Up-to-date resume with listed references and contact information. University placement file and/or transcripts of credits (if applicable) Any information or material you believe to be relevant to your qualifications for the position.
3. After review of the completed application and materials received, interviews will be arranged by invitation only.

DEMOGRAPHIC INFORMATION:

Name: \_\_\_\_\_ Email: \_\_\_\_\_
Permanent Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_
Number of months in military? \_\_\_\_\_ Cell Phone: \_\_\_\_\_
Do you have a valid Ohio Drivers' License? Yes \_\_\_\_\_ No \_\_\_\_\_

FOR WHAT POSITION(S) ARE YOU APPLYING? PLEASE CHECK BELOW:

\_\_\_ Paraprofessional \_\_\_ Substitute Paraprofessional
\_\_\_ Secretary / Receptionist \_\_\_ Sub secretary / Receptionist
\_\_\_ Technology \_\_\_ Other (please list)

**EDUCATIONAL PREPARATION:**

Name of School and Location	Sem Hrs.	Degree	Major - Minor
H.S.			
Other			
Special			
Special			

**LIST ALL OHIO LICENSES/CERTIFICATES THAT YOU CURRENTLY POSSESS OR FOR WHICH YOU HAVE APPLIED:**

Type: (License, Paraprofessional license)	Subject Area(s)	Expiration Date

Are you under contract? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you under contract for next year? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", with whom? Name and Address \_\_\_\_\_

If "yes", what is your current base salary? \_\_\_\_\_

If "no", have you been suspended from your job due to reduction in force, plant closing or other similar circumstance? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been non-renewed, terminated or resigned in lieu of disciplinary action from any position? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," please attach a supplemental document specifying the employer's name, date and detail of the event(s).

**WORK EXPERIENCE:**

Name and Address of Entity	Inclusive Dates	# of Months	Position	Principal/Supervisor
Does NCOESC or its agents have your permission to contact the above individuals?				_____ Yes _____ No
Does NCOESC or its agents have permission to contact your current employer?				_____ Yes _____ No

**REFERENCES:** Give the names, addresses, and phone numbers of at least four people who are familiar with your professional ability, personality and character.

Name	Address	Phone Number	Position
	Work:  Home:  Email:	Work:  Home:  Cell:	
	Work:  Home:  Email:	Work:  Home:  Cell:	
	Work:  Home:  Email:	Work:  Home:  Cell:	
	Work:  Home:  Email:	Work:  Home:  Cell:	
	Work:  Home:  Email:	Work:  Home:  Cell:	
Does NCOESC or its agents have permission to contact your references?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**BIOGRAPHICAL SKETCH:**

In your own handwriting, please write a short autobiography in the space below. Include any experience or talent which will, in your estimation, contribute to your success in the position for which you are making application.

*I certify the information in this application is true to the best of my knowledge. I authorize the North Central Ohio Educational Service Center (NCOESC), on behalf of the employing district, to conduct an appropriate reference check which may include former employer(s) as well as the Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI). I authorize NCOESC to perform such background investigations as required by law.*

*Ohio Revised Code (ORC) 3319.39 stipulates any applicant under final consideration for appointment or employment in a position with a board of education as a person "responsible for the care, custody, or control of a child," must submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI). The fee for the background investigation is to be paid by the applicant if considered a finalist for the position. Failure to comply will result in the disqualification of the applicant for employment consideration.*

*I understand and agree that if I am employed prior to the receipt of the BCII/FBI report and verification of my work experience, my continued employment will be contingent upon: 1) satisfactory work experience as verified by contacts with my former employers; and 2) receipt of a report demonstrating that I am in compliance with NCOESC Board of Governors and/or employing district rules and regulations (including BCII/FBI reports) regarding applicant/employee records.*

*If considered a finalist, I further understand and agree to complete a confidential personality indicator assessment, a general reasoning assessment and a motivational values questionnaire to be administered by NCOESC. The results of this assessment will be shared with the respective employing district.*

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

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**FOR OFFICE USE ONLY**

<b>RECEIPT OF APPLICATION (DATE AND TIME):</b>	<b>DATE OF INTERVIEW:</b>	<b>INTERVIEWED BY:</b>	<b>DATE OF EMPLOYMENT:</b>

**The North Central Ohio Educational Service Center is an Equal Opportunity Employer. The NCOESC does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in its educational programs, activities, and employment practices.**