

EAST PALESTINE SCHOOL DISTRICT
 East Palestine, Ohio
 APPLICATION FOR ADMINISTRATIVE POSITION

I. PERSONAL INFORMATION

NAME _____
(Last) (First) (Middle)

ADDRESS _____

HOME PHONE _____ OFFICE PHONE _____ E-MAIL _____

Date of application _____ Date available for Employment _____ Are you a US citizen? _____

NOTE: To be considered for this position, a complete application package including a letter of interest, resume, completed application, and a copy of current license or evidence of meeting qualifications for licensure must be submitted. A complete transcript of all undergraduate college work along with the above information must be place on file in the district office at the time of employment. It is the responsibility of the applicant to supply this information.

II. CERTIFICATION

Grade/Subject/Position	Expires Mo./Yr.	Type	Certification Number

III. EMPLOYMENT RECORD

Title of current position _____

Major areas of responsibility _____

Employed by _____

Business address _____

Reason for considering moving from you current position _____

If your current position is a school position, please list number of certified staff _____ Number of Students _____

Are you currently under contract for the current or subsequent school year? _____

Have you ever been granted a continuing contract? _____ If yes, in what school district? _____ What year? _____

III. PREVIOUS EMPLOYMENT EXPERIENCE

List chronologically all employment in the educational field. All time must be accounted for. If unemployed for a period, indicate dates of unemployment. If you wish to furnish additional employment information, attach sheets.

Name and Address of Employer	Dates		Position or Type of Work	Reason for Leaving
	From	To		
Name: _____ Street: _____ City, State: _____				
Name: _____ Street: _____ City, State: _____				
Name: _____ Street: _____ City, State: _____				
Name: _____ Street: _____ City, State: _____				

IV. EDUCATIONAL BACKGROUND

College or University	Period		Degree, if any	GPA	Major or Program
	From	To			

Number of graduate semester hours beyond highest degree _____

VI. HONORS, AWARDS, SPECIAL RECOGNITIONS

VII. PROFESSIONAL ORGANIZATION MEMBERSHIP - Indicate any office held or committee activity.

VIII. COMMUNITY ACTIVITIES

IX. PERSONAL ATTRIBUTES - List two or three personal attributes which you feel help assure your success as an administrator.

X. REFERENCES - List three references who may be contacted, preferably recent employers.

Complete Name	No. of Years Acquainted	Occupation
Residence		Business
Address: Street _____	Street _____	
City, State _____	City, State _____	

Complete Name	No. of Years Acquainted	Occupation
Residence		Business
Address: Street _____	Street _____	
City, State _____	City, State _____	

Complete Name	No. of Years Acquainted	Occupation
Residence		Business
Address: Street _____	Street _____	
City, State _____	City, State _____	

XI. LEADERSHIP - Please respond to the following on a separate attachment.

1. What motivated you to aspire to become an administrator and why do you wish to work in this district?
2. Explain the relationship you would establish with staff and students in your building to have a s positive school climate.
3. What do you consider to be the three most important characteristics of the school building in which you would like to serve?
4. Please comment on the most significant instructional leadership contributions you have made in your current or most recent position.
5. Share you perceptions of the role the building principal can play to improve student academic success.
6. Describe the importance of and how you would promote parent and community involvement.

XII. RELATED INFORMATION

Have you ever been convicted of a felony? _____ If YES, please explain.
(Note: Conviction of a felony does not necessarily prevent you from obtaining a job in our district.)

What is your salary expectation? _____

Are you going to require medical insurance benefits? _____

If yes, family or single coverage (please check)? Family Coverage Single Coverage

READ CAREFULLY BEFORE SIGNING

I understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this application can and will be the basis for dismissal. I agree to these conditions, and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I agree that any claim or lawsuit relating to my service with the East Palestine City School District must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. I hereby authorize the East Palestine City School District to inquire and verify information by contacting employers and/or references and/or personnel files and/or written records. I agree that the East Palestine City School District shall not be liable for any damage which may result from such inquiry or verification. If hired, this application becomes part of my official personnel file. My signature below signifies that I am aware of the requirements of the position. My signature also signifies that I can perform all duties required of the position. I verify that I have the proper certification/licensure for the position.

Signature _____ Date _____ / _____ / _____

The school district is an equal opportunity employer and does not discriminate against applicants on the basis of race, creed, sex, national origin, handicap, age, or political affiliation.

**EASTPALESTINE CITY SCHOOL DISTRICT
CRIMINAL RECORDS BACKGROUND CHECK**

Please read each question carefully and answer YES or NO. If the answer is YES, please give a written explanation or reason.

1. Have you ever been convicted of a traffic offense? YES NO
2. Have you ever been arrested for a felony? YES NO
3. Have you ever been charged with a felony? YES NO
4. Have you ever been convicted of a felony? YES NO
5. Have you ever been arrested for a sex-related offense? YES NO
6. Have you ever been charged for a sex-related offense? YES NO
7. Have you ever been convicted of a sex-related offense? YES NO
8. Have ever been arrested for a drug-related offense? YES NO
9. Have you ever been charged for drug-related offense? YES NO
10. Have you ever been convicted for a drug-related offense? YES NO
11. Have you ever been arrested for an act of violence, including domestic violence? YES NO
12. Have you ever been charged for an act of violence, including domestic violence? YES NO
13. Have you ever been convicted for an act of violence, including domestic violence? YES NO
14. Has your professional certificate/license ever been revoked? YES NO
15. Have you ever been non-renewed by a school district? YES NO
16. Have you ever resigned from a position in a school district? YES NO
17. Have you ever been terminated by a school district? YES NO
18. Are you aware that you must pass a drug/alcohol test as a condition of employment? YES NO

READ CAREFULLY BEFORE SIGNING

I understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this form can and will be the basis for dismissal. I agree to these conditions and I hereby certify that all statements made by me on this form are true and complete to the best of my knowledge. If hired, this form becomes part of your official personnel file. My signature below signifies that I am aware of the requirements of the position. My signature also signifies that I can perform all duties required of the position. I verify that I have the proper certification/licensure for the position.

Signature _____ Date _____ / _____ / _____

NOTICE TO ALL APPLICANTS - PLEASE READ CAREFULLY BEFORE SIGNING

I understand that all contracts are conditional, per the Ohio Revised Code and Board Policy, which requires passing a pre-employment drug/alcohol test and a pre-employment physical.

Signature _____ Date _____

Legislation, Senate Bill 38, now requires that school job applicants undergo a criminal records check through the Bureau of Criminal Identification and Investigation (BCII). In addition, the law prohibits school districts from hiring persons who have been convicted of or pleaded guilty to certain criminal offenses.

Please be aware of the following:

- * You will be subject to a BCII background check if you come under final consideration for the position.
- * You must provide fingerprint impressions to the school district if you come under final consideration for the position.
- * You will not be hired unless you satisfactorily complete the BCII check.
- * You must present proof that you have been a resident of Ohio for at least five years, or you will be subject to a nationwide FBI check that you will be required to pay for.

SENATE BILL 38
120th GENERAL ASSEMBLY

Brief: Requires job applicants under final consideration for positions in school districts that involve the care, custody or control of a child to undergo criminal record checks conducted by the Bureau of Criminal Identification and Investigation (BCII). Senate Bill 38. ORC 3319.39(A)(3).

Prohibits school districts, except in certain circumstances, from hiring a person for a position involving care, custody or control of a child, if that person has been convicted of or pleaded guilty to certain offenses listed in Senate Bill 38. as reported by BCII. Also prohibits school districts from hiring any person who refuses to provide the information needed by a school district to conduct a BCII background check. Senate Bill 38. ORC 3319.39(BX1).

Allows a person who has been the subject of a BCII background check to use a certified copy of that check in place of a check required by a school district. This option may be used only if the person presents a certified copy of a BCII background check within one year after its date of issuance by BCII. House Bill 162. ORC 109.57(F).

Requires BCII background checks for persons seeking initial licenses, certificates or permits for the following positions: teacher, treasurer, business manager, education aide, 12 hour non-certificated instructor. House Bill 152. ORC Section 3319.321. This requirement applies to individuals and does not directly affect school districts.

Effective Date:

The effective date of Senate Bill 38 is October 29, 1993. The effective date of House Bill 162 is October 1, 1993. The effective date of House Bill 152 is July 1, 1993.

PLEASE CONTACT THE TREASURER'S OFFICE AT 200 WEST NORTH AVENUE FOR INSTRUCTIONS AND A FINGERPRINTING CARD. THANK YOU.