



ADMINISTRATIVE POSITION APPLICATION BLANK

36 E. Muskingum Ave.
Dresden, Ohio 43821

POSITION FOR WHICH APPLYING

[Empty box for position name]

Date

CERTIFICATE(S) held

Type(s) Expiration Date(s)

Areas of Certification

PERSONAL INFORMATION

Name Present Address

Phone Social Security Number Years of Military Service

TRAINING (Professional) - Please include high school from which you graduated

Institution Location Date Sem Hrs. Degree

Institution Location Date Sem Hrs. Degree

Institution Location Date Sem Hrs. Degree

EXPERIENCE

Table with 5 columns: School, Location, Date, No. Yrs., Position

Do you have or are you eligible for the Ohio Superintendent's Certificate? Yes or No

EXPERIENCE (i.e. industry, volunteer activity, etc.)

REFERENCES

Table with 4 columns: Name, Complete Address, Phone No., Occupation

- 1. I acknowledge being informed that, as an applicant for employment, I must in accordance with Ohio law R. C. 3319.311 both provide a set of fingerprints and satisfactorily pass a criminal records check .
2. I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize that, should the employer discover that I have falsified any such information, I will not be hired or, if already hired, will be subject to termination from employment on that ground.
3. This school district assumes that as an applicant for a position here you wish us to obtain pertinent confidential statements from previous employers and/or references listed by you above. If you agree to authorize us to maintain the confidential status of all materials and statements submitted, and you understand paragraphs 1 and 2 above, please indicate in the affirmative by signing below.

Date Signed

Signature of Applicant

NOTE: An additional page should accompany this application for supplemental information and comments by the applicant. Also, law requires school districts to keep all applications for a minimum period of three years.