

New Miami Local School District

Return To:
Melissa Kircher
New Miami Local
Schools
600 Seven Mile Ave.
Hamilton, OH 45011

Application for Certificated Positions
(Includes Teacher, Administrator and other certificated positions)

INSTRUCTIONS: Complete (please type or print) all selections accurately to facilitate processing your application. The following information is required before an application is considered complete: three references or college placement file, official transcripts of course work at all colleges and universities, and a signed background check consent form. File will remain active for one year. At your written request, your file will remain active one additional year.

Date: _____ Date available to begin employment: _____ Are you interested in Substitute Teaching? _____

1. PERSONAL DATA

Applicant's Name _____		SSN: _____	
Last	First	Middle	
Address _____			
Street	City	State	Zip Code
Contact Information _____			
Home Phone	Cell Phone	Email Address	

2. EMPLOYMENT/REFERENCES

Are you currently employed? ___Yes ___ No If YES, May current employer be contacted for validation? ___Y ___N
 Are you currently under contract with another school district? ___ If YES, Date contract expires: _____
 Position(s) desired: Full-time Teacher _____ Part-time Teacher _____ Administrator _____ Other _____
 List preference(s): Grade/Subject _____
 List sports/club activities you would be willing to coach/sponsor: (Attach coaching experience resume)

3. OHIO CERTIFICATION INFORMATION

Do you have an Ohio Certificate? ___ No ___ Yes ___ Copy attached
 If YES: _____
 Type _____ Field(s) _____ Expiration Date _____
 If NO: Application has been made: (Please enclose copies of any test scores.)
 Do you have an out-of-state certificate: ___ No ___ Yes ___
 State _____ Field(s) _____ Expiration Date _____

4. COLLEGE EDUCATION

Transcripts to be received from:	Major	Minor	Degree Date	Degree Type

5. REFERENCES

List three former supervisors or college teachers. Applicants with teaching experience are required to list references which include employing principal or department head. **It is your responsibility to request your college placement file, transcripts and other references.**

Name and Title	Address	City, State, Zip	Phone

6. EMPLOYMENT

List all employment in chronological order, beginning with your current employment. Please do not write "See Resume" in this area. Attach additional pages if necessary. (Include military experience and a copy of discharge papers.)

Position Grade/Subject	Dates To-From	Total Years	Supervisor's Name	Telephone	School District/ Organization/State

7. INTERSHIPS/STUDENT TEACHING EXPERIENCE

School	Dates	Grade(s)/Subject	No. Weeks	Supervising Teacher

8. OTHER DATA

<p>Give name, address and telephone number of a person who can be contacted on your behalf in the event of an emergency:</p> <p>_____</p> <p>List special honors won in college and/or your profession _____</p> <p>Knowledge/Proficiency in Foreign Language? (Please list) _____ Technology? ___ Yes ___ No</p> <p>Are you legally eligible to work in the United States? _____ Yes _____ No</p>
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9. BACKGROUND INFORMATION

Each of the following questions must be answered with a "yes" or "no." If any answer is "yes," please attach an explanation and include final disposition of investigations.	Yes or No
1. Have you ever failed to have a contract renewed?	
2. Have you ever resigned in order to avoid contract non-renewal?	
3. Have you ever had a teaching credential denied, revoked, or suspended in any state?	
4. Have you ever been found guilty, entered a plea of <i>nolo contendere</i> , been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for any misdemeanor involving moral turpitude or for any felony, or is any charge currently pending against you, including issuance of a bad check? (Excluding minor traffic offenses.)	
5. Have you ever been investigated for any act of alleged discrimination including: discrimination on account of race, color, gender, religion, age, national origin, or handicapping condition?	
6. Have you ever received a dishonorable discharge from the armed services?	
7. Have you ever been investigated for allegations of sexual harassment?	
8. Have you ever been accused and investigated for a crime of child abuse or physical abuse?	

10. ORIGINAL STATEMENT

In your own handwriting, write a paragraph explaining why you are uniquely qualified for a position with the school district.

By filing an application for employment with the New Miami Local School District, I understand that any misrepresentation or omission of facts on the application may be cause for termination. If employed, I agree to abide by all the policies as set forth by the New Miami Local School District Board of Education. **As an applicant, I understand that I am subject to a criminal background check, which includes the requirement for fingerprinting.**

Signature of Applicant _____ Date _____

NEW MIAMI LOCAL SCHOOL DISTRICT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby give my permission for the New Miami Local School District or its authorized representative, either at this time or any time during my employment with the Board, to verify the statements I have made in this application; make any investigation of my personal or employment history; and authorize any former employer, person, firm, corporation, credit agency, or government agency to give the Board of Education any information they may have regarding me. In consideration of New Miami Local School’s review of this application, I release the New Miami Local Schools and all providers of information from any liability or legal claims as a result of furnishing and receiving this information.

Further, the undersigned authorizes all persons listed as “references” on this application to provide a personal evaluation of my abilities and potential for a position for which I am a candidate. I acknowledge that said information is confidential and hereby waive my right of access to any information received, and that the information shall remain confidential. This application and all other pre-employment documents become the property of the New Miami Board of Education.

I understand that I will be required to provide a set of fingerprints to the New Miami Local School District and that those fingerprints will be forwarded to the Ohio Bureau of Criminal Identification for a criminal background check. I understand that this criminal records check will be required before my final employment with the school district and, if the check reveals that I have been convicted of any of the offenses listed in Ohio Revised Code 3319.311, I will be immediately released from the employ of the school district.

The undersigned certifies that all statements on this application are true and complete and any false or incomplete statements may result in disqualification or dismissal.

Date	Signature
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