



**Avon Lake City Schools
175 Avon Belden Road
Avon Lake, Ohio 44012**

Notice: When this application is submitted to the Avon Lake City Schools, it becomes public record and may be reviewed by the public, including news media.

Application for Employment-Certified Staff Substitute

Applicant's Full Name _____
(Last) (First) (M.I.)

Other Name(s) _____
(Please provide any additional information relative to maiden name, change of name, previous name or alternate name, necessary to enable a check on your work or school record.)

Current Address _____
(Street) (City) (State) (Zip)

Mailing Address _____
(if different) (Street) (City) (State) (Zip)

Telephone _____
(Home) (Cell) (Other)

Social Security Number _____ (Note: Completion of Social Security number is optional. Failure to submit Social Security number on this form will not prohibit employment consideration. Social Security number may be required on other forms prior to employment.)

Please indicate all grade levels for which you will accept a substitute assignment that you have licensure to teach:

- Kindergarten-Grade 3 Grades 7 & 8
- Grades 4-6 Grades 9-12
- List Subject Areas (High School or Middle School): _____

Are you a U.S. citizen? _____ If not, are you eligible to work in the U.S.? _____



My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Ohio or other State Department of Social Services Child Protective Services Unit and any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

(Signature) (Date)

A. Educational and Professional Training *(Please list chronologically.)*

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance

B. Student Teaching Experience *(Please list chronologically and include any internships.)*

Name of School	School Address and Phone Number	Grade Level And/or Subject	Dates

C. Teaching Experience *(Please list chronologically all teaching experience – do not include substitute teaching)*

Name of School	School Address and Phone Number	Position Held *	Dates	Total Years	Full-time or Part-time?

* Please specify grades and/or subjects taught

D. Non-Teaching Work Experience *(Please list chronologically.)*

Name of Employer	Employer Address and Phone Number	Description Of Duties	Dates of Employment

E. Licensure

1. Have you been issued an Ohio license? _____ (Please submit a copy of your license.)
Type of License 2-year 5-year Permanent Temporary Sub Expires: _____
Subject Area(s) _____
Grade Level(s) Pre-K-3 4-9 Adolescent-Young Adult Other _____
2. If you have not been issued an Ohio license, have you applied for one? _____ When? _____
3. Have you been issued a license in another state? _____ (Please submit a copy of your license.)
State _____ Expiration Date _____ Subject Areas/Grade Levels _____

F. General Information

- Have you ever been refused tenure or a continuing contract? Yes No
(If yes, please explain on back)
- Have you ever been discharged or requested to resign from a position? Yes No
(If yes, please explain on back)
- Have you ever had a teaching certificate or license revoked or suspended? Yes No
(If yes, please explain on back)
- Have you ever been convicted of a violation of law other than a minor traffic violation? Yes No
(If yes, please explain on back)
- Are there any criminal charges or proceedings pending against you? Yes No
(If yes, please explain on back)
- Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes No
(If yes, please explain on back)

G. References

It is the applicant's responsibility to have the following information provided to the school district in order to be considered for employment:

- The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.
- Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisors(s) and cooperating teacher(s) in the placement file or by listing names below. Unless included in placement file, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience.
- As indicated above: References listed below Placement file being sent

Name of Reference	Address & Phone Number	Relationship

H. Other Information

Additional Remarks and/or Explanations From Section F – General Information

(attach sheet if necessary)

The Avon Lake School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment that is unrelated to the ability to engage in activities involved in the position or program for which application has been made.