



**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**

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 positions for which you wish to be considered:**

- Teacher
- Administrator
- Other \_\_\_\_\_
- Guidance
- Supervisor
- Library/Media
- Psychologist

If you are applying for a teaching position, please list the grade level(s) and/or subject area(s) for which you are applying \_\_\_\_\_

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. Military Experience**

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

**F. 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 \_\_\_\_\_
4. Have you taken the Praxis I? \_\_\_\_\_ Praxis II? \_\_\_\_\_ (If yes, please submit a copy of your scores.)

**G. General Information**

Are you currently employed? \_\_\_\_\_ Month, Day and Year available for employment: \_\_\_\_\_  
If yes, where? \_\_\_\_\_ Present Position \_\_\_\_\_  
If presently employed, why do you wish to change? \_\_\_\_\_

If under contract, what type? \_\_\_\_\_ Continuing/Tenure? \_\_\_\_\_  
If under contract, have you checked and can you be released?  Yes  No

If not under contract, have you ever held a continuing contract in Ohio?  Yes  No  
If yes, cite school district(s) and date(s) \_\_\_\_\_

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? (If yes, please explain on back)  Yes  No

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, please explain on back)  Yes  No

Are there any criminal charges or proceedings pending against you? (If yes, please explain on back)  Yes  No

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? (If yes, please explain on back)  Yes  No

**H. References**

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

1. 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.
2. 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.
3. As indicated above:  References listed below  Placement file being sent

Name of Reference	Address & Phone Number	Relationship

**I. Extracurricular Activities**

Indicate the number of years experience in the activities listed below. Circle the activities that you are willing to coach/sponsor:

Activity	H.S. Experience	College Experience	Contract Experience	Activity	H.S. Experience	College Experience	Contract Experience
Athletic Director				Intramurals			
Baseball				Newspaper			
Basketball				Ski Club			
Cheerleaders				Soccer			
Class Advisor				Softball			
Clubs				Student Government			
Cross Country				Tennis			
Drama Club				Track			
Football				Volleyball			
Golf				Wrestling			
Honor Society				Yearbook			
Other				Other			
Other				Other			

**J. Other Information**

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship: \_\_\_\_\_

In your own handwriting, provide any additional information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy and other background factors are of special interest.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Remarks and/or Explanations From Section G – 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.***