WAYNE TRACE LOCAL SCHOOL DISTRICT
4915 US Route 127
Haviland, OH 45851
PHONE: 419-263-2415, 419-399-4100, 419-622-5171
FAX: 419-263-2377

Paul Jones, Superintendent Lori Davis, Treasurer

EMPLOYMENT APPLICATION FORM

PROCEDURES:

1. Please complete this application and return to the address above.
2. Please enclose a copy of the following:
   a. Your teaching certificate/license
   b. An official transcript or credits
   c. If applicable, your results of the Pre-Professional Skills Test, the National Teachers Exam, and/or the State of Ohio Exam.
   d. Your credentials that include at least three letters of reference and a resume'.
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

DEMOGRAPHIC INFORMATION

Name _____
First MI Last

Address _____

City _____ State _____ Zip _____ Phone Number _____

Email Address_____

State Teacher ID Number _____(to verify certification)

FOR WHAT POSITION ARE YOU APPLYING? Please check below:

_____Elementary Teacher (K-3) _____ Elementary Teacher (4-6) _____ Jr. High Teacher (7-8) _____ Sr. High Teacher (9-12)

Subject Area(s) _____

_____ Special Education Teacher Special Education Area(s) _____

_____ Administrative Position(s) _____

_____ Aide _____Clerical _____Custodial _____Cafeteria _____Bus Driver _____Coach _____Sport _____Other

_____ Substitute (Circle Area of Interest) Bus Driving Cafeteria Janitorial Teacher

CERTIFICATION AREA(S) Please list certificates you currently hold or you will have upon completion of studies.

Type	**Areas**	**Grade Levels**

EDUCATION (If you have not yet graduated, please list degree and date anticipated)

SCHOOLS	School/Location	Major/Minor	Degree
High School Attended:			
Colleges/Universities			

EMPLOYMENT EXPERIENCE (Include student teaching if less than 3 years teaching experience)

DATES	SCHOOL	ADDRESS	POSITION Grade/Subjects	EXTRA DUTIES (curriculum, tech)

BUILDINGS OF INTEREST (Indicate (X) by the school buildings at which you are willing to work)

____ Grover Hill Elementary _____ Payne Elementary _____ Wayne Trace Jr./Sr. High School

AVAILABILITY & SALARY

Part-Time Only _____ Full Time Only _____ Either _____

Salary Expected: _____ Date Available: _____

REFERENCES (Name references, including Superintendents, Principals and Supervisors for whom you have taught or teach)

Name	Position	Address	Phone

May we contact the above listed references? ____ Yes ____ No _____Date _____Initials

It is understood and agreed that Wayne Trace Local School may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (Ohio BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the receipt of the BCII report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experience as verified by contacts with former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions listed in category OTHER.

_____ _____

Signature Date

I promise that the information contained in this application and in my resume' is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume', I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

_____ _____

Signature Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

_____ _____

Signature Date

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, or age in its programs and activities, including employment opportunities.

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