

**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**

**Benjamin A. Winans, 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 _____
State Teacher ID Number _____ (to verify certification)			

**FOR WHAT POSITION ARE YOU APPLYING? Please check below:**

<input type="checkbox"/> Elementary Teacher (K-3) <input type="checkbox"/> Elementary Teacher (4-6) <input type="checkbox"/> Jr. High Teacher (7-8) <input type="checkbox"/> Sr. High Teacher (9-12)			
Subject Area(s) _____			
<input type="checkbox"/> Special Education Teacher            Special Education Area(s) _____			
<input type="checkbox"/> Administrative            Position(s) _____			
<input type="checkbox"/> Aide <input type="checkbox"/> Clerical <input type="checkbox"/> Custodial <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bus Driver <input type="checkbox"/> Other			

**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 SUBSTITUTION** (Indicate (X) the school buildings at which you are willing to substitute)

<input type="checkbox"/> Grover Hill Elementary	<input type="checkbox"/> Payne Elementary	<input type="checkbox"/> Wayne Trace Jr./Sr. High School
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**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.

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Signature

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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.

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Signature

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Date

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

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Signature

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Date

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.