

**East Cleveland City Schools
1843 Stanwood Road
East Cleveland, Ohio 44112
(216) 268-6581**

Return completed application to: Office of Staff personnel at the above address.

The East Cleveland Board of Education an Equal Opportunity Employer and observes equal opportunity laws with respect to non-discrimination on the basis of sex, race, color, creed, age and handicap in the recruitment and hiring of employees in job assignment or classification and in compensation and fringe benefits.

**APPLICATION FOR TEACHING AND/OR ADMINISTRATIVE POSITION
(Type or Print)**

I. PERSONAL INFORMATION

DATE

NAME _____
 LAST **FIRST** **MIDDLE**

ADDRESS (CURRENT) _____
 STREET **CITY**

 STATE **ZIP** **AREA CODE PHONE NUMBER**

ADDRESS (PERMANENT) _____

 STATE **ZIP** **AREA CODE PHONE NUMBER**

II. PROFESSIONAL INFORMATION

Have you ever worked for or applied for a position with the East Cleveland City Schools before?

Yes _____ No _____

Date applied _____ Dates worked _____

Are your transcripts or credentials entered under another name?

Yes _____ No _____ If so, under what name? _____

I wish to be considered for:

Regular Teaching _____ Substitute _____ Tutor _____ Administrative _____

Supplemental sheets are to be completed by applicants for regular teaching and for substitute teaching.

Are you a United States citizen? Yes _____ No _____ If "No", are you legally eligible for employment in the United States? Yes _____ No _____

Position Applied For: _____

II. PROFESSIONAL INFORMATION (continued)

Present position _____

List any activities you would be willing and qualified to advise or coach and complete the Application for Advisor, Coach and/or other Extra-Curricular activities _____

III. EDUCATION (PLEASE LIST MOST RECENT EDUCATION FIRST)

SCHOOL AND LOCATION	DATES ATTENDED	DEGREE	MAJOR	GPA

TEACHING CERTIFICATES(S) HELD:

AREA OF CERTIFICATION	STATE	CERT. #	TYPE	EXP. DATE

STUDENT TEACHING EXPERIENCE:

FROM		TO		SCHOOL AND LOCATION	GRADES AND/OR SUBJECTS
MO.	YR.	MO.	YR.		

IV. REFERENCES:

An up to date college placement bureau folder is requested if available. Please arrange to have your college placement service send your credentials if they are on file.

College Placement Service _____
 Name of College/University, City, State, Zip Code

In listing individual references, give names of superintendents, principals, college professors, supervising teachers and others who have observed your work as a teacher and/or student. If your school experience is not recent, list a person(s) who has recently known you in a responsible volunteer or work capacity.

NAME	ADDRESS, CITY, STATE, ZIP, PHONE #	REFERRAL PERSONS POSITION

V. TEACHING AND OTHER WORK EXPERIENCE, INCLUDING MILITARY (List most recent experience first)

FROM: MO. YR. TO: MO. YR. NO. MONTHS	TITLE OF POSITION	SALARY-STARTING	FINAL
NAME OF EMPLOYER	DUTIES		
ADDRESS			
NAME OF SUPERVISOR	REASON FOR LEAVING		
FROM: MO. YR. TO: MO. YR. NO. MONTHS	TITLE OF POSITION	SALARY-STARTING	FINAL
NAME OF EMPLOYER	DUTIES		
ADDRESS			
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NAME OF EMPLOYER	DUTIES		
ADDRESS			
NAME OF SUPERVISOR	REASON FOR LEAVING		

VI. OTHER CONSIDERATIONS

Is there anything which would prevent or interfere with your performance of any of the functions or duties of the position for which you are applying? Yes ____ No ____ If "Yes", please explain.

Have you ever been convicted of or pleaded guilty to any felony, any violation of R.C. 2907.04 or 2907.06, or division (A) or (C) of R.C. 2907.07, any offense of violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offenses? Yes ____ No ____

VII. Have you ever been dismissed from or been refused re-employment in an administrative or teaching position? Yes ____ No ____ Explain: _____

VIII. Have you ever been offered or received a continuing contract in Ohio? Yes ____ No ____

IX. In your own handwriting, write a brief statement indicating your interest in a position in the East Cleveland City Schools.

X. THE CANDIDATES SHOULD FORWARD TO THE PERSONNEL OFFICE, COMPLETE TRANSCRIPTS OF COLLEGE CREDITS, PLACEMENT FILE (REFERENCES) AND EVIDENCE OF CERTIFICATION OR ELIGIBILITY FOR CERTIFICATION FOR THE POSITION SOUGHT.

I certify that all statements made by me in this application are true, complete and correct to the best of my knowledge and that I am aware that any false statement or misrepresentations or omissions of the facts will be sufficient cause for dismissal from any position that I may hold with the East Cleveland Board of Education.

I understand that the Board of Education may want to verify the statements I have made in this application. I hereby give my permission for the East Cleveland Board of Education or its authorized representative, either at this time or any time during my employment with the Board, to request and review any of my medical records, employment records, court records and police records from any local, state or federal agency keeping such records. I also authorize the East Cleveland Board of Education or its authorized representative to obtain oral and written recommendations from the persons listed as references on this application.

DATE _____ SIGNATURE _____