

Date: _____

Position Desired: _____

Areas of Cert./Licensure _____

MADISON LOCAL SCHOOLS
1379 Grace Street
Mansfield, Ohio 44905

ADMINISTRATIVE APPLICATION

1. Name _____

2. Present Address _____ Telephone Number _____
City _____ County _____ State _____ Zip _____

3. Permanent Address _____ Telephone Number _____
City _____ County _____ State _____ Zip _____

4. Have you ever been convicted of something other than a minor traffic violation? If yes, please explain.

5. At the time of making application, are you under contract for the present school term? If so, when does this contract expire? _____

6. (a.) Have you ever been employed under a continuing contract? _____
If yes, where and when?

(b.) Have you ever been dismissed as a teacher or administrator? _____

(c.) Have you ever been asked to resign as a teacher or administrator? _____

(d.) Have you ever been refused re-employment as a teacher or administrator? _____
If yes, where and when? _____

(e.) Are you presently under investigation at your current job or under a procedure to consider you for discharge? _____ If yes, please explain _____

7. List valid certificates/licenses that you now hold:

Cert./License type	Expiration Date	Areas Listed On Cert./Licensure
_____	_____	_____
_____	_____	_____

8. Are you willing to attend school activities and supportive organization meetings on a regular basis? _____

9. **ACADEMIC PROGRAM:** Please list all secondary schools, colleges, and universities attended:

School/College	Dates Attended		Degrees, if any
	From	To	
_____	_____	_____	_____
_____	_____	_____	_____

10. **MILITARY RECORD:**

Branch of Service _____ Date Entered _____ Date Discharged _____

11. **RECORD OF EMPLOYMENT:** (Arrange chronologically with most recent position listed first)

Position	Dates of Employment	Employer	Employer's Address-Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. Other years of experience prior to graduate school: _____

13. REFERENCES: (Include at least two personal references and two professional references.)

Name	Address	Telephone Number	Length of Time Known	Nature of Association

14. List any pertinent information that was not covered by this application; e.g., special achievements or honors, awards of distinction, long-range goals, etc. Is there further information which you believe would be relative to your application? If so, please explain using additional paper if necessary _____

15. Have you ever been convicted of something other than a minor traffic violation? _____
If yes, please explain: _____

Certification:

I certify that the answers I have made to all of the questions are true and complete to the best of my knowledge. I understand that if this application is not completed truthfully and completely, I will be automatically disqualified for the position. In the event that I have been employed prior to the Board of Education receiving information which is not consistent with my answers to the above questions, I specifically agree that the action of the Board of Education employing me shall be void without any further act by either party, and that my employment will terminate immediately without notice or the necessity of proceedings to formally terminate my contract of employment.

I also understand that a background check and an educator misconduct check are required prior to my employment. Due to the length of time required for these checks, I understand and agree that any offer of employment shall be conditioned on receipt of clean background and educator misconduct checks. In the event that either check shows that I have engaged in conduct unbecoming to the teaching profession and/or have committed an offense that prevents, limits, or otherwise affects my employment with the Board of Education, I specifically agree that the action of the Board of Education employing me shall be void without any further act by either party, and that my employment will terminate immediately without notice or the necessity of proceedings to formally terminate my contract of employment.

I authorize any colleges or universities which I attended and past employers to disclose any information in their possession that is relevant to my employment. I further authorize and consent that they may disclose such information to the Madison Local School District's Administrative Office and to the appropriate officials for recruitment purposes. I also consent that the Madison Local School District may contact any/or all of the references I have submitted on this application for employment purposes. I acknowledge that this consent will remain in effect until revoked by me in writing.

The Madison Local School District is committed to a policy of nondiscrimination in relation to race, sex, religion, age, handicap, or national origin.

"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."

Signature of Applicant

Date