

Arcanum-Butler Local School District

2011 Trojan Ave.
Arcanum OH 45304



Administrative Position Application

Personal Information

Name _____ Date of Application _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Above address valid until _____ Email _____

Permanent Address _____
(Street) (City) (State) (Zip)

Phone _____ Alternate phone _____

Ohio Certification/Licensure

	Certification/Licensure	Subjects/Admin Areas	List the type of Ohio certificate or license held for each (ex. 4 yr cert, 8 yr cert, 2 yr prov license, 5 yr prof license, perm cert)
ELEMENTARY	<input type="checkbox"/> PK-3 <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> 1-8 <input type="checkbox"/> 4-9 <input type="checkbox"/> Other _____		
MIDDLE SCHOOL	<input type="checkbox"/> 4-9 <input type="checkbox"/> 6-8 <input type="checkbox"/> 7-12 <input type="checkbox"/> Other _____		
HIGH SCHOOL	<input type="checkbox"/> 7-12 <input type="checkbox"/> 9-12 <input type="checkbox"/> Other _____		
OTHER List Areas	<input type="checkbox"/> K-8 <input type="checkbox"/> 1-8 <input type="checkbox"/> K-12 <input type="checkbox"/> 7-12 <input type="checkbox"/> Other _____		

Other Ohio Certificates/Licenses held (Please specify)

Is the Ohio certification/licensure listed:

- ☐ Held
☐ Applied for
☐ Expired, will be renewed

If you do not hold Ohio certification or licensure, please list the state in which your certificate/license is held and the areas of certification/licensure.

Please attach copies of all certification/licensure held.

Have you ever held continuing contract status in an Ohio school district? ☐ Yes
☐ No

If yes, which district _____

and when _____

Please List Administrative Position(s) Desired

1st Choice _____

2nd Choice _____

3rd Choice _____

Education

INSTITUTION	LOCATION (city, state)	MAJOR	MINOR	DEGREE & DATE ISSUED
HIGH SCHOOL				N/A
UNDERGRADUATE				
GRADUATE				

Identify with an asterisk (*) the college with which your credentials are on file.

Special training or areas of expertise

Military Experience

Branch of Service _____ Highest Rank _____ Length of Service _____

Teaching Experience

List the most recent first (Do not include student teaching)

# OF YEARS	DATES		SCHOOL DISTRICT/ADDRESS	POSITIONS HELD
	FROM	TO		

Present Contractual Relationship

Current status: ☐ Under contract
Length of contract _____ Expiration date _____
☐ Not under contract

Should this application be treated as confidential with regard to your present employer? ☐ Yes
☐ No

Date Available _____

Professional References

List those persons familiar with your work. Updated credentials may fulfill this requirement.

☐ Check here if you have this requirement fulfilled with your credentials and attach same to this application.

NAME	TITLE
STREET ADDRESS, CITY, STATE, ZIP	PHONE HOME () WORK ()
NAME	TITLE
STREET ADDRESS, CITY, STATE, ZIP	PHONE HOME () WORK ()
NAME	TITLE
STREET ADDRESS, CITY, STATE, ZIP	PHONE HOME () WORK ()
NAME	TITLE
STREET ADDRESS, CITY, STATE, ZIP	PHONE HOME () WORK ()

Honors, Distinctions, and/or Accomplishments

DATE(S)	Describe and Comment (include source)

Community Activities

Activity	Your involvement

Professional Affiliations/Activities

Why do you want to serve as an administrator for the Arcanum-Butler Local Schools?

Applicant's Certification and Agreement

Please read carefully.

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that, if employed, false statements or the withholding of pertinent information on this application shall be considered sufficient cause for dismissal.

Date _____ Signature _____

Applications are kept on file for one year. Additional information, letters of reference, transcripts, etc., may be attached to the application.

Arcanum-Butler Local School District is an Equal Opportunity Employer

Supplement to Employment Application

(To be completed by all job applicants)

Ohio Revised Code §3319.39 says that no board of education of a school district, no governing board of an educational service center, and no governing authority of a chartered nonpublic school shall employ a person as a person responsible for the care, custody, or control of a child if the person has previously been convicted of or pleaded guilty to any of the offenses listed, unless the person has been rehabilitated pursuant to rules adopted by the Ohio Department of Education.

2903.01	Aggravated murder	2903.02	Murder
2903.03	Voluntary manslaughter	2903.04	Involuntary manslaughter
2903.11	Felonious assault	2903.12	Aggravated assault
2903.13	Assault	2903.16	Failing to provide for functionally impaired person
2903.21	Aggravated menacing	2903.22	Menacing
2903.211	Menacing by stalking	2905.01	Kidnapping
2903.34	Patient abuse; neglect	2905.05	Criminal child enticement
2905.02	Abduction	2907.02	Rape
2905.11	Extortion	2907.04	Corruption of a minor
2907.03	Sexual battery	2907.06	Sexual imposition
2907.07	Importuning	2907.08	Voyeurism
2907.09	Public indecency	2907.21	Compelling prostitution
2907.22	Promoting prostitution	2907.23	Procuring
2907.25	Prostitution; positive HIV test	2907.31	Disseminating matter harmful to after juveniles
2907.32	Pandering obscenity	2907.321	Pandering obscenity involving a minor
2907.322	Pandering sexually oriented matter involving a minor	2907.323	Illegal use of minor in nudity-oriented material or performance
2909.02	Aggravated arson	2909.03	Arson
2911.01	Aggravated robbery	2911.02	Robbery
2911.11	Aggravated burglary	2911.12	Burglary
2911.13	Breaking and entering	2911.31	Safecracking
2911.32	Tampering with coin machines	2913.02	Theft
2913.03	Unauthorized use of a vehicle	2913.04	Unauthorized use of property
2913.11	Passing bad checks	2913.21	Misuse of credit cards
2913.31	Forgery	2913.32	Criminal simulation
2913.33	Making or using slugs	2913.40	Medicaid fraud
2913.42	Tampering with records	2913.43	Securing writings by deception
2913.44	Personating an officer	2913.45	Defrauding creditors
2913.47	Insurance fraud	2913.51	Receiving stolen property
2915.05	Cheating	2921.41	Theft in office
2917.01	Inciting to violence	2917.02	Aggravated riot
2917.03	Riot	2917.31	Inducing panic
2919.12	Unlawful abortion	2919.22	Endangering children
2919.24	Contributing to unruliness or delinquency of a child	2919.25	Domestic violence
2923.13	Having weapons while under disability	2923.12	Carrying concealed weapons
2921.34	Escape	2921.03	Intimidation
2925.02	Corrupting another with drugs	2921.04	Intimidation of crime victim or witness
2925.03	Trafficking in drugs	2923.161	Improperly discharging a firearm at or into a habitation or school
2925.05	Funding of drug or marijuana trafficking	2925.04	Illegal manufacture of drugs or cultivation of marijuana
3716.11	Placing harmful objects in food or confection	2925.06	Illegal administration or distribution of anabolic steroids
2925.11	Possession of drugs	2907.12	(repealed) Felonious sexual penetration
2919.23	Interference with custody		

Due to the time required for completion, it may occasionally be necessary to employ a person prior to receipt of the results of the BCII and FBI records checks.

If I am employed by the Arcanum-Butler Local School District prior to receipt of the BCII and FBI records checks, and later information shows me to be unqualified for the position due to a prior conviction of any of the listed offenses, I specifically agree that the action of the School District employing me **shall be void** without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

Date _____ Signature _____