

**Employment Application for Licensed Positions**  
**Madison-Champaign Educational Service Center**

8/2016

**Districts Served:**

**Graham Local**  
**Jefferson Local**  
**Jonathan Alder Local**  
**London City Schools**  
**Mac-A-Cheek Learning Center**



**Madison-Plains Local**  
**Mechanicsburg EV Schools**  
**Triad Local**  
**Urbana City Schools**  
**West Liberty-Salem Local**



[www.mccesc.org](http://www.mccesc.org)

**Phone: (937) 484-1557**  
**Fax: (937) 652-2221**

**Mary Mitchell, Superintendent**  
2200 S. US Highway 68, Urbana OH 43078

**Please print or type clearly; incomplete or illegible application will not be processed.**  
**Please answer all appropriate questions completely and to the best of your ability.**

Date: \_\_\_\_\_ Last 4 Digits of Social Security # \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Present Address: \_\_\_\_\_  
*Street/Road Apt. No. City/State Zip Telephone E-mail*

Permanent Address: \_\_\_\_\_  
*Street/Road Apt. No. City/State Zip Telephone E-mail*

Position(s) applying for in order of preference:  
\_\_\_\_\_  
\_\_\_\_\_ Full Time Teaching Only  
Part Time Teaching Only  
Substitute Teaching  
*(Circle all that apply)*

**Indicate Certification/Licensure you hold, or will hold by July 31<sup>st</sup>.**

**A.** If you have been issued a certificate/license in the state of Ohio, please submit a photocopy.

**License Information**

<u>Type</u>	<u>Status</u>	<u>Endorsement</u>	<u>State</u>	<u>Expires</u>	<u>Certification/Licensure#</u>

**B. For SLP, OT, PT, COTA, PTA: Board License # \_\_\_\_\_ & Expiration Date \_\_\_\_\_**

**Professional Experience ♦ List last position first.**

*If you have less than three years of experience, please include student teaching experience and indicate with an asterisk (\*)  
Do not include Substitute Teaching.*

School District/Organization Name and Address:	Position Held: Grade and or Subject Taught (Specify)	Dates of Employment From: To:	Supervisor's Name, Position, Present Phone #, and E-Mail	Total Years	Extra Duties (i.e. curriculum com., tech.com.)

**Total Number of Years of Public School Experience** \_\_\_\_\_ **Non-Public** \_\_\_\_\_ **Total →→**

**References**

**Please list below the names and addresses of five persons who can speak of your professional competency and character. Include at least three names of former superintendents, principals and/or supervisors for whom you taught or teach.**

<b>Name</b>	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
<b>Name</b>	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
<b>Name</b>	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
<b>Name</b>	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
<b>Name</b>	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )

**Do we have permission to contact the above named person(s)?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Initials**

**Do we have your permission to contact your current employer?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Initials**

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

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

**Other Employment Experience**

Dates	Employer	Address	Position	Extra Duties

**Professional Involvement**

Organization	Involvement (conferences, articles, leadership, position—please include dates)

Are you involved in any organization outside your profession? \_\_\_\_ Yes \_\_\_\_ No

If yes, have you held or do you hold any leadership position? \_\_\_\_ Yes \_\_\_\_ No

**Military Service:**

List dates, branch and nature of military service

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**Note: Please read and be aware of information below regarding unemployable offenses and rehabilitation criteria.**

**What are unemployable offenses? What does unemployable mean?**

ORC 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.

**What is rehabilitation criteria?**

If an educator or applicant for initial licensure has been convicted of one of the below listed offenses that is not an absolute bar offense listed in ORC 3319.31(C), they have to prove that they are rehabilitated pursuant to OAC 3301-20-01 in order to obtain or retain a license.

**CRIMINAL OFFENSES LISTED IN OHIO REVISED CODE 3319.39 (“UNEMPLOYABLE OFFENSES”)**

**Homicide and Assault**

- 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 Not providing for impaired person
- 2903.21 Aggravated menacing
- 2903.34 Patient abuse; neglect

**Kidnapping and Extortion**

- 2905.01 Kidnapping
- 2905.02 Abduction
- 2905.05 Criminal child enticement

**Sex Offenses**

- 2907.02 Rape
- 2907.03 Sexual battery
- 2907.04 Unlawful sexual conduct with a minor
- 2907.05 Gross sexual imposition
- 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
- 2907.31 Disseminating matter harmful to a juvenile
- 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 a minor in nudity-oriented material of performance

**Robbery, Burglary, Trespassing & Safecracking**

- 2911.01 Aggravated robbery
- 2911.02 Robbery
- 2911.11 Aggravated burglary
- 2911.12 Burglary

**Crimes Against Family**

- 2919.12 Unlawful abortion
- 2919.22 Endangering children
- 2919.24 Contributing to unruliness or delinquency of a child
- 2919.25 Domestic violence

**Conspiracy, Attempt & Complicity; Weapons Control; Corrupt**

- 2923.12 Carrying concealed weapons
- 2923.13 Having weapon while under disability
- 2923.161 Improperly discharging firearm at or in habitation; school related offenses

**Drug Offenses**

- 2925.02 Corrupting another with drugs
- 2925.03 Trafficking in drugs
- 2925.04 Illegal manufacture of drugs or cultivation of marijuana
- 2925.05 Funding of drug or marijuana trafficking
- 2925.06 Illegal administration or distribution of anabolic steroids
- 2925.11 Possession of drugs – any violation that is not a minor drug possession offense

**Labeling of Hazardous Substances**

- 3716.11 Placing harmful objects in food/confection

**Former Criminal Statutes (pre 7/01/1996)**

- 2905.04 Child stealing (before 7/01/1996)
- 2919.23 Interference of custody (if a violation of this statute would have been a violation of section 2905.04 as it existed prior to 7/01/1996 had the violation been committed prior to that date)
- 2907.12 Felonious sexual penetration (former section)

**REFERENCE TO RC 3319.31**

I have read the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**QUESTION FOR APPLICANT**

(1) Have you ever been subject to an investigation or a child abuse conducted by a Children’s Services agency or a law enforcement agency? \_\_\_\_ YES \_\_\_\_ NO

If “YES”, please give details below and indicate the results of the investigation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

It is understood and agreed that Madison-Champaign Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BFBI) for a background check and I hereby consent to such inquiries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that if I am employed prior to the receipt of the verification of my work experience, my continued employment will be conditioned on satisfactory work experience as verified by contacts with former employers.

\_\_\_\_\_  
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 condition listed on this application and will, if employed, immediately 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

I understand that my employment will be subject to the laws of the State of Ohio and to the job descriptions and policies adopted by the Madison-Champaign Educational Service Center Governing Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTICE: Any person who knowingly make a false statement is guilty of falsification under Section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.**

**READ CAREFULLY:** Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Madison-Champaign Educational Service Center having received the results of the criminal records investigation. By signing this document I specifically understand and agree that if I am employed by the Madison-Champaign Educational Service Center having received a criminal records check report which indicates that I do not qualify for employment the Governing Board will release me from employment, I specifically agree that the action of the Madison-Champaign Educational Service Center Governing Board 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: \_\_\_\_\_ Signed: \_\_\_\_\_

**A Complete Application File Consists of the Following:**  
*(Please check what you are currently enclosing with this application)*

- 1. Receipt of a letter of application emphasizing qualifications and recent achievements.
- 2. Receipt of a completed and signed application.
- 3. Receipt of current resume, and a list of references.
- 4. Receipt of your official or unofficial transcript of credits.
- 5. Copy of your teaching certificate(s)/licensure(s) or letter from the university confirming your certification/licensure area(s).
- 6. Receipt of your credentials including at least three letters of reference.
- 7. If applicable, copy of results of Praxis and the National Teachers Exam.
- 8. Any other information or material you feel is relevant to your qualifications for this position.

*We appreciate the time and interest you have given in completing an application for the Madison-Champaign Educational Service Center. We intend to reciprocate by giving your application prompt consideration. Upon receipt of your application it will be processed and placed in our active files for consideration when openings occur. Interviews will be arranged (by invitation only) with selected candidates for vacant positions. All applications will be filed for a two year period. Please contact this office if you wish to reactivate your application.*

**Complete application and mail to:**  
Madison-Champaign Educational Service Center  
2200 S. US Highway 68  
Urbana, Ohio 43078

**NOTE: If your application is for a current posting, please mail to the attention of the supervisor listed on the posting.**

***Madison-Champaign Educational Service Center provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, sex, religion, disability, military status or ancestry.***