



# Strasburg-Franklin Local Schools

140 North Bodmer Ave Strasburg, Ohio 44680



## Employee Application

Please complete the employee application form:

Refer any questions regarding application process to Sharon Smith at

sharon.smith@strasburgtigers.org

After receiving confirmation of this submission, you will be instructed to email materials to our

superintendent's office at vince.lindsey@strasburgtigers.org

**Date of Application Submission** \_\_\_\_\_

### Application Type:

- Certified
- Classified
- Substitute

Position(s) for which you are applying: \_\_\_\_\_

Name \_\_\_\_\_

Current Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Work Authorization: Are you a U.S. Citizen? \_\_\_\_\_

If no, do you intend to become a citizen? \_\_\_\_\_

### Background Information:

Have you ever had a professional certificate revoked or suspended? If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Background Information: Have you ever been involuntarily terminated or asked to resign or resigned in lieu of termination from the employment of another school district?

\_\_\_\_\_  
\_\_\_\_\_



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Names of friends or relatives employed by the district? \_\_\_\_\_  
\_\_\_\_\_

Education: Undergraduate Institution #1  
1 College/University Name/State 2. Years Attended (Example: 2018-2022) 3. Degree  
4. Subject Area 5. Total Semester Hours

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Education: Undergraduate Institution #2  
1 College/University Name/State 2. Years Attended (Example: 2018-2022) 3. Degree  
4. Subject Area 5. Total Semester Hours

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Education: Graduate Institution #1  
1 College/University Name/State 2. Years Attended (Example: 2018-2022) 3. Degree  
4. Subject Area 5. Total Semester Hours

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Education: Graduate Institution #2  
1 College/University Name/State 2. Years Attended (Example: 2018-2022) 3. Degree  
4. Subject Area 5. Total Semester Hours

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Certified Areas & Certification Information - Certificate/License Type (example: 5 Year License)

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Employment History: Present Position

1. Title & Assignment 2. Location 3. Supervisor 4. Phone number

5. Years of Employment (Start/End Date) \_\_\_\_\_

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Reason For Leaving \_\_\_\_\_

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Are you currently under contract? \_\_\_\_\_

Have you ever held a continuing contract? \_\_\_\_\_

If yes, what year did you receive a continuing contract? \_\_\_\_\_

Employment History: Previous Position

1. Title & Assignment 2. Location 3. Supervisor 4. Phone number

5. Years of Employment (Start/End Date) \_\_\_\_\_

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Reason For Leaving \_\_\_\_\_

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Employment History: Previous Position

1. Title & Assignment 2. Location 3. Supervisor 4. Phone number

5. Years of Employment (Start/End Date) \_\_\_\_\_

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Reason For Leaving \_\_\_\_\_  
\_\_\_\_\_

Do we have permission to contact current and previous named employers \_\_\_\_\_  
\_\_\_\_\_

Other work related experiences and achievements related to application interest  
\_\_\_\_\_  
\_\_\_\_\_

What extracurricular activities are you willing to supervise or coach? \_\_\_\_\_  
\_\_\_\_\_

Explain briefly why you wish to be employed by Strasburg-Franklin Local School  
\_\_\_\_\_  
\_\_\_\_\_

## Reference #1

1. First and Last Name 2. Address 3. Phone Number 4. Email 5. Relationship  
\_\_\_\_\_  
\_\_\_\_\_

## Reference #2

1. First and Last Name 2. Address 3. Phone Number 4. Email 5. Relationship  
\_\_\_\_\_  
\_\_\_\_\_

## Reference #3

1. First and Last Name 2. Address 3. Phone Number 4. Email 5. Relationship  
\_\_\_\_\_  
\_\_\_\_\_



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Permission to contact references? \_\_\_\_\_

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Background Information: Have you ever been convicted of or pleaded guilty to any felony, any violation of R.C. 2907.04 or 2901.06, or division (A) or (C) of R.C. 2901.07, any offense of violence, theft offense, (as defined in R.C. 2913.01), drug abuse offenses (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offense? Any R.C. 2903, 2905, 2907, 2911, 2919, 2923, 2925 or 3716.

### **CRIMINAL HISTORY RECORD CHECK**

In accordance with State law, the Board of Education requires a criminal background check of each applicant the Superintendent recommends for employment on the District's professional staff as well as for current employees on a periodic basis. This requirement includes all substitutes and persons employed on a part-time basis such as coaches or activity supervisors. In addition, all professional staff members with a license, certificate, or permit issued by the Ohio Department of Education must undergo a criminal background check as prescribed by law. Such background check is not otherwise required of any currently-employed staff member who is a candidate for another position within the District.

The Superintendent shall establish administrative guidelines which will require a records check that complies with the law through the Bureau of Criminal Identification and Investigation (BCII) and through Federal Bureau of Investigation (FBI) records.

The Board authorizes the Educational Service Center to undertake the criminal history check for individuals the Board may employ.

Any information and records obtained from such inquiries are not public record and shall be kept confidential and not released or disseminated.

Should it be necessary to employ a person to maintain continuity of the program, prior to receipt of the criminal history record, the Superintendent may employ the person on a provisional basis until the report is received.

### **Effect of Guilty Plea and/or Conviction of Enumerated Crimes**

Professional staff members determined by virtue of a criminal records check to have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, or who are otherwise determined to have engaged in conduct unbecoming the teaching



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profession under certain specific circumstances set forth in Policy 8141, are subject to mandatory State reporting requirements in addition to the initiation of an action by the Board to terminate their employment.

**Yes or No:** \_\_\_\_\_

Statement of above (If applicable) \_\_\_\_\_

### District Policy\*

Strasburg-Franklin Local Schools does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission of access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the district office.

### Application Confirmation Statement:

It is understood and agreed that the Strasburg-Franklin Local Schools may contact former employer(s) for verification of my employment history and compliance with the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquiries. I understand that if I am employed prior to the District's receipt of the BCI 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's rules and regulations and any other legal requirements regarding applicant/employee criminal records and disclosure of convictions. I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being terminated. By affixing my signature, I agree to the conditions on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions. I agree that any claim or lawsuit relating to my service with Strasburg-Franklin Local Schools must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. I hereby certify that the answers on this application are true and correct to the best of my knowledge and belief and that any deliberate misrepresentation of fact contained herein may be grounds for invalidating my contract commitments resulting from this application. 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 County/Local Boards of Education.



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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.

Affirm I have read and understand statement: Yes or No \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that the answers on this application are true and correct to the best of my knowledge and belief, and that the deliberate misrepresentation of fact contained herein may be grounds for invalidation of my contract commitments resulting from this application. 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 Strasburg-Franklin Local Board of Education.

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.

Affirm I have read and understand statement: Yes or No \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Information: Upon application, requested documents sent to Superintendent Vince Lindsey via email [vince.lindsey@strasburgtigers.org](mailto:vince.lindsey@strasburgtigers.org)

1. Cover Letter
2. Resume
3. References
4. Licensure or evidence of applied
5. Transcripts
6. BCI/FBI Background Check