



Four County Career Center  
22-900 State Route 34  
Archbold OH 43502  
(419)267-3331

2/2016

### APPLICATION FOR EMPLOYMENT

Applications are filed for two (2) years.

**Please Print**

Date of Application \_\_\_\_\_ Position Applying for: \_\_\_\_\_

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Walk-In \_\_\_\_\_ Other

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

Address: \_\_\_\_\_  
Street Number or P.O. Box Street Name City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Have you previously filed an application here? \_\_\_\_\_ No \_\_\_\_\_ Yes; If yes, date \_\_\_\_\_

Were you previously employed by Four County? \_\_\_\_\_ No \_\_\_\_\_ Yes; If yes, date \_\_\_\_\_

Currently employed? \_\_\_\_\_ No \_\_\_\_\_ Yes; May we contact your present employer? \_\_\_\_\_ No \_\_\_\_\_ Yes

Are you able to work \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Days \_\_\_\_\_ Evenings

If employed and you are under 18 years of age, a work permit will be required.

The Four County Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boys Scouts and other designated youth groups. The district prohibits harassment of individuals in any form.

Pursuant to Ohio Revised Code Section 3319.39 and the employment practice of the Four County Career Center Board of Education, any applicant who has applied for employment in any position will be subject to a criminal records check, which will be conducted by the Bureau of Criminal Identification and Investigation and which will also include information from the Federal Bureau of Investigation unless otherwise provided for by law. Note that if the information from the criminal records check reveals that the applicant has been convicted of one or more prohibited offenses, such convictions shall disqualify the applicant from employment with Four County Career Center unless otherwise provided for by law.

High School: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

College: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Total Hours: Semester \_\_\_\_\_ Quarters \_\_\_\_\_

Name that appears on college transcript: \_\_\_\_\_

College: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Total Hours: Semester \_\_\_\_\_ Quarters \_\_\_\_\_

Name that appears on college transcript: \_\_\_\_\_

**LICENSURE: (only complete if applying for a certified position)**

Do you hold a valid Teaching License from the Ohio Department of Education? \_\_\_ No \_\_\_ Yes

If yes, License Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Credential Number: \_\_\_\_\_ State: \_\_\_\_\_ Date Issued: \_\_\_\_\_

If you hold a Resident Educator License, list year completed: \_\_\_\_\_

Have you been trained as an Instructional Mentor in a previous school district to work with Resident Educator teachers? \_\_\_\_\_

Do you hold a Continuing Contract in any Ohio school district? \_\_\_ No \_\_\_ Yes

If yes, list district: \_\_\_\_\_

**RELEVANT EMPLOYMENT EXPERIENCES:**

(Include work as well as student teaching background.)

Start with your most current relevant job. You may include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Company Name:
Address:
Job Title:
Supervisor:
Dates of Employment:
Reason for Leaving:

Company Name:
Address:
Job Title:
Supervisor:
Dates of Employment:
Reason for Leaving:

Company Name:
Address:
Job Title:
Supervisor:
Dates of Employment:
Reason for Leaving:

Have you served in the armed forces?  No  Yes  
 If so, list branch: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Please list any additional skills, experiences, etc. which might strengthen your application, such as: specialized training you have received, apprenticeship skills, extra-curricular activities, clubs, groups and associations you belong to, honors you have achieved, or other pertinent information.

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

**REFERENCES:**

List name, address and telephone numbers of three references who are not related to you:

Name:	Address:	City:	State:	Zip Code:	Phone:

I certify that all the 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 statements will be sufficient cause for rejection.

I hereby authorize the transfer of all school records. I further authorize Four County Joint Vocational School District to contact any references whose names I have submitted to discuss my willingness and ability to perform the job for which I am applying. I also release the School district and any of the persons providing information from any liability or legal claims for making such contact or from using or providing any of the information obtained.

I understand that the school may want to verify the statements I have made in this application. I hereby give my permission for its authorized representative either at this time or any time during my employment, 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. Records, references and information transferred by this release are not to be transferred to any other third party.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Office Use Only**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_