

# BELBROOK-SUGARCREEK SCHOOL DISTRICT

# Application for Certified/Licensed Position

**(Please print)**

Date of application \_\_\_\_\_

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

Address \_\_\_\_\_  
Street & No.
Apt #

\_\_\_\_\_

City
State
Zip

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Other contact if not available at above number \_\_\_\_\_

Telephone \_\_\_\_\_

Have you lived in the state of Ohio consecutively over the past five (5) years? Y N

**POSITIONS APPLYING FOR:**

(Check all positions that apply, regular and/or substitute)

	Regular	Substitute
Primary-Elem, P-3	_____	_____
Middle School, Grades 4-9	_____	_____
High School, Grades 9-12	_____	_____
Subjects _____	_____	_____
Administrative	_____	_____
School Nurse	_____	_____
Other _____	_____	_____

**EXTRACURRICULAR INTEREST AREA(S):**  
(list areas you are willing to coach/advise)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

***Applicants for regular teaching position submit the following to be considered for employment:***

- Completed application form
- Copy of teaching certificate(s)/license(s)
- BCI & FBI background checks (if avail)
- Copy of transcripts for all college training
  - Letter of interest and resume
- 3 letters of recommendation

**OHIO CERTIFICATION AND/OR LICENSURE:**

indicate Resident Educator, Professional, Permanent

	RE	Prof	Perm
PK-3	_____	_____	_____
MS 4-9 (areas) _____	_____	_____	_____
Secondary 7-12 (areas) _____	_____	_____	_____
Administrative _____	_____	_____	_____
Special _____	_____	_____	_____

**EQUAL OPPORTUNITY EMPLOYER**

No otherwise qualified individual shall, on the basis of race, color, creed, religion, ancestry, sex, citizenship, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, employment or recruitment, consideration or selection therefore, or under any educational, academic, extracurricular and/or co-curricular program, guidance or counseling, or activity within the direct control of the Bellbrook-Sugarcreek District Board of Education, Greene Co., Ohio.

**NOTE:** This application will remain on file for a period of two (2) years from the date of receipt. Changes in your application information must be submitted in writing to the Board of Education offices.

**I. EDUCATIONAL AND PROFESSIONAL TRAINING** (list chronologically):

Level	Institution	Location	Area of Concentration	Degree/ Date	Years Attended
High School					XXXXXXXXXX
Technical					
Undergrad					
Graduate					
Other					

**II. STUDENT TEACHING EXPERIENCE** (list chronologically and include any internships):

Name of School	District, City & County	State	Grade Level/Subject	Dates	Phone #

**III. TEACHING EXPERIENCE** (list chronologically, most recent first):

Name of School	District, City & County	State	Positions Held or Subjects/Grd Taught	Dates	Phone #

**IV. WORK EXPERIENCE** *other than teaching* (list chronologically, most recent first):

Employer	City	State	Type of Work	Dates	Supervisor/Phone

**V. MILITARY EXPERIENCE**

Branch of Service	Occupational Specialist (MOS)	Dates	Type of Discharge

**VI. REFERENCES:** Please list a combination of professional and personal references that have knowledge of you and/or your teaching abilities (minimum of two (2) professional references):

Name	Title/Place of Employment	Address/Zip	Phone #

**VII. GENERAL INFORMATION**

1. Have you been fingerprinted with BCII within the last year? Yes No  
If so, please submit a photocopy of the certificate with this application form.
2. Have you been a *continuous* resident of the State of Ohio for the past five years? Yes No
3. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of citizenship or immigration status will be required upon employment). Yes No
4. Are you now under contract with another school district? Yes No  
Type of contract \_\_\_\_\_ Issue date \_\_\_\_\_
5. Are you employed for the coming school year? Yes No
6. Do you now or have you ever held tenure in Ohio? Yes No  
School District - \_\_\_\_\_
7. Have you ever been non-renewed, terminated, or requested to resign from a teaching or other professional education position? Yes No If so, please explain. \_\_\_\_\_  
\_\_\_\_\_
8. Other names which may appear on official records: \_\_\_\_\_
9. Emergency contact (please provide name, address, and phone number of person to be notified in case of emergency): \_\_\_\_\_  
\_\_\_\_\_

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**VIII.** Write a brief statement, in your own handwriting, stating your desire to teach within the Bellbrook-Sugarcreek School District. You may use a separate sheet if necessary.

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IX. Please provide any additional information that may be helpful in the consideration of your application.

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**X. RELEASE AND AUTHORIZATION**

In consideration of the Bellbrook-Sugarcreek School District Board of Education’s evaluation of my suitability for employment, I authorize the Bellbrook-Sugarcreek Board of Education to investigate my personal, educational and work background, including, but not limited to, personal references, prior places of employment, credit and/or criminal records, law enforcement agencies or other government body.

I understand that if I am a finalist for a position, I may be required to provide a set of impressions of my fingerprints and that a criminal records check is required to be conducted and satisfactorily completed, in accordance with Section 109.572 of the Ohio Revised Code, as a precondition to my employment. Any person or entity having any information or records pertaining to such matters is authorized to provide such to the Bellbrook-Sugarcreek Schools, and I do hereby release the Bellbrook-Sugarcreek School District, its agents and any person providing such to the Bellbrook-Sugarcreek Schools from any and all liability, claims or causes of action arising therefrom.

In the event of employment, I understand that false and misleading information given on my application form, resume, transcript, or interview(s) may result in discipline up to and including discharge. I further understand that, if selected, I may begin conditional employment until the criminal records check(s) is completed.

I certify that the information provided on all application forms is true and correct to the best of my knowledge.

**NOTICE TO APPLICANTS FOR EMPLOYMENT -**

Pursuant to applicable provisions of the Ohio Revised Code, including, but not limited to, Section 3319.39, 3319.291, and 3319.391, and applicable provisions of the United States Code, you are hereby notified that you may be disqualified or released from employment by the Bellbrook-Sugarcreek Local School District if you have a particular criminal history.

*The Bellbrook-Sugarcreek School District is an equal employment opportunity employer.*

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

\_\_\_\_\_  
Date

**RETURN APPLICATION AND REQUIRED INFORMATION TO:**

Human Resources  
Bellbrook-Sugarcreek Schools  
3757 Upper Bellbrook Road  
Bellbrook OH 45305  
(937) 848-5001

(no faxed applications or support materials)

Interviewed by/date: \_\_\_\_\_

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