



## BUTLER COUNTY EDUCATIONAL SERVICE CENTER

1910 Fairgrove Ave. (Rt.4) Suite B, Hamilton, Ohio 45011  
PH: (513) 887-3710 • www.bcesc.org.

### APPLICATION

*It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.*

#### PLEASE PRINT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PERMANENT ADDRESS (IF DIFFERENT): \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRESENT SALARY: \_\_\_\_\_ EXPECTED SALARY: \_\_\_\_\_

### LICENSURE INFORMATION

ARE YOU CURRENTLY LICENSED/CERTIFIED IN OHIO? YES NO

IF YES:

TYPE \_\_\_\_\_ AREAS \_\_\_\_\_ EXP. DATE \_\_\_\_\_

TYPE \_\_\_\_\_ AREAS \_\_\_\_\_ EXP. DATE \_\_\_\_\_

### PERSONAL DATA

LIST PROFESSIONAL ACTIVITIES: \_\_\_\_\_

HONORS OR AWARDS: \_\_\_\_\_

ANY ADDITIONAL INFORMATION/FACTS THAT WILL SUPPLEMENT YOUR QUALIFICATIONS:

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

**PROFESSIONAL PREPARATION**

	<b>INSTITUTION/LOCATION</b>	<b>MAJOR/MINOR</b>	<b>DEGREE</b>
UNDERGRADUATE			
GRADUATE			

*Copies of your transcripts may be requested.*

**EMPLOYMENT HISTORY**

LIST EXPERIENCE STARTING WITH YOUR CURRENT POSITION. INCLUDE ALL POSITIONS YOU HAVE HELD.

Employer		Job Title	
Address (street, city, state, zip)			
HR Contact Person / Phone	Date (from/to)	Total Years	
Reason for leaving			

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HR Contact Person / Phone	Date (from/to)	Total Years
Reason for leaving		

**MILITARY EXPERIENCE**

BRANCH OF SERVICE: \_\_\_\_\_ YEARS (FROM/TO): \_\_\_\_\_

**REFERENCES**

**REFERENCES**

1. NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
DISTRICT/AGENCY/COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_
2. NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
DISTRICT/AGENCY/COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_
3. NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
DISTRICT/AGENCY/COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_
4. NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
DISTRICT/AGENCY/COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_
5. NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
DISTRICT/AGENCY/COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

## ADMINISTRATION

PLEASE RESPOND TO THE FOLLOWING QUESTIONS

*(You may use a separate sheet of paper if needed)*

1. WHY DO YOU BELIEVE YOU ARE A STRONG CANDIDATE FOR THIS LEADERSHIP POSITION (i.e., your strengths, contributions, etc.)?

2. WHAT RECENT PIECE OF LITERATURE INFLUENCED YOUR LEADERSHIP BELIEFS OR STYLE?

3. WHAT WAS YOUR MOST CHALLENGING ISSUE AS A LEADER AND HOW DID YOU RESOLVE IT?

**SIGNATURE AND AUTHORIZATION**

**I authorize the Butler County Educational Service Center to investigate all statements contained in this application.**

**The Butler County Educational Service Center has my permission to contact my present/previous employers, references, or other agencies when necessary.**

**I understand that misrepresentation or omission of facts called for constitutes sufficient cause for rejection of this application, and for termination at any time during employment.**

**I understand and agree that my employment will be in accordance with the Personnel Policies established for the Butler County Educational Service Center subject to the rules and requirements therein.**

**In consideration of potential or actual future employment, the undersigned applicant hereby grants to the Butler County Educational Service Center permission to check, search or copy the records of any local, state or federal law enforcement or police agency regarding the applicant's traffic and/or criminal law violations, if any. The applicant fully and completely releases the district and any said agency from any liability whatsoever and waives any claims he or she may have, whether known or unknown, regarding the release of information or records regarding the undersigned applicant.**

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

\_\_\_\_\_  
Date

## SUPPLEMENT TO EMPLOYMENT APPLICATION

### To be completed by all job applicants

Have you ever been arrested, pled guilty or been convicted of a felony or misdemeanor, except for a minor traffic violation (e.g., speeding, disregarding a stop sign or stoplight), in any state or federal court?

- Yes
- No

If the answer to this question is "Yes", for each offense list the date, nature of offense, sentence imposed and name of court which imposed sentence.

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Please read carefully and sign and date.

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 Governing Board having received the results of the B.C.I.I. & F.B.I. reports. In these cases, the Governing Board shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Governing Board prior to its receipt of a response from B.C.I.I. & F.B.I., my employment shall be contingent upon subsequent receipt by the Governing Board of my background check reports from B.C.I.I. & F.B.I., which are consistent with my answer to the above question and does not contain evidence of a conviction for any of the crimes set forth in Section 3319.39 of the Ohio Revised Code.

In the event I have been employed prior to the Board having received a report from the B.C.I.I. & F.B.I. which is not consistent with my answer to the above question or contains evidence of a conviction for any of the crimes set forth in Section 3319.39 of the Ohio Revised Code, I specifically agree that the action of the 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 \_\_\_\_\_