

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

CERTIFIED APPLICATION

Date _____ Please check one: Elementary _____ Secondary _____

Name _____ EMAIL _____

Address _____ County _____

City _____ State _____ Zip _____ Phone _____

You are subject to a criminal background check and the results must be satisfactory to the Board of Education or its designee for possible employment.

POSITION APPLYING FOR: _____

At the time of making application, are you under contract for the present school term? _____

If so, when does this contract expire? _____

Have you ever been dismissed, asked to resign or refused re-employment as a teacher?

Yes _____ No _____ If yes, where and when? _____

Do you want your name placed on our **Substitute Teacher's List**? YES _____ NO _____

Do you want your name placed on our **Substitute Educational Aide's List**? YES _____ NO _____

Do you want your name placed on our **Substitute Tutor's List**? YES _____ NO _____

VALID CERTIFICATES YOU NOW HOLD

<u>Certificate Type</u>	<u>Expiration Date</u>	<u>Subjects listed on Certificate(s)</u>
_____	_____	_____
_____	_____	_____

Are you willing to attend school activities and supportive organization meetings on a regular basis? _____

ACADEMIC PROGRAM Please list all Secondary Schools, Colleges, and Universities attended:

<u>School/College</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY RECORD

<u>Branch of Service</u>	<u>Date Entered</u>	<u>Date Discharged</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

RECORD OF EMPLOYMENT (Arrange chronologically with most recent position at the top)

Position	Dates of Employment	Employer Name and Address	Phone

REFERENCES (Include at least two personal references and two professional references)

Name	Address/Phone	Length of Time Known	Nature of Association

LIST ANY PERTINENT INFORMATION THAT WAS NOT COVERED BY THIS APPLICATION ON A SEPARATE PAGE.

(Special achievement of honors, awards, or distinction, long-range goals, etc.)

These questions are included to assist our equal employment opportunity efforts. Providing this information is VOLUNTARY and will in no way affect the processing of your application or your being considered for employment. Responses will be used for statistical purposes only.

1. Are you **Hispanic/Latino**? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race) **YES** **NO**
2. Which of the following five racial groups applies to you? Check all that apply.
 - American Indian or Alaska Native** - Persons having origins in any of the original peoples of North and South American (including Central America) and who maintain tribal affiliation or community attachment
 - Asian** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam
 - Black or African American** – Persons having origins in any of the black racial groups in Africa
 - Native Hawaiian or Other Pacific Islander**
 - White** – People who have origins in any of the original peoples of Europe, North Africa, or the Middle East

NOTICE: The school district affirms that no person shall, on the bases of race, color, national origin, gender, age, sexual orientation and disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

RETURN THIS APPLICATION TO:

Dr. Walter E. Skaggs
Superintendent of Schools
St. Clairsville-Richland City Schools
108 Woodrow Avenue
St. Clairsville, Ohio 43950
(740) 695-1624

I certify that the information given is true and complete to the best of my knowledge. I further authorize the investigation of all statements contained in this application as may be required in arriving at an employment decision. Any falsification of this information shall be sufficient cause for disqualification or discharge. I so indicate the above in the affirmative by my signature.

Signature of Applicant

Date

St. Clairsville-Richland City School District is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Sexual Orientation, Age, National Origin, or Disability.