

OTTOVILLE LOCAL SCHOOL
650 W. Third St., PO Box 248
Ottoville, OH 45876
(419) 453-3358

ADMINISTRATIVE APPLICATION

APPLICANT'S NAME _____

POSITION DESIRED _____

PERMANENT ADDRESS _____

PHONE 1 _____ PHONE 2 _____

PERSONAL DATA

1. **Certificate/license(s) held**

2. **Military Service:** (From/To) _____

3. **List of Awards/Honors** or any additional information that you would like to call to the screening committee's attention

The Ottoville Local School District is an Equal Opportunity Employer and as such, is consistent with applicable federal and Ohio law and does not discriminate on the basis of race, color, national origin, disability, age, gender, religion, military status, ancestry.

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.

Revised 5-2022

COLLEGE EDUCATION

1. Name of University and Location _____

Degree Earned and Date Awarded _____

Major/Minor _____ Total Hours _____
(semester/quarter hours)

2. Name of University and Location _____

Degree Earned and Date Awarded _____

Major/Minor _____ Total Hours _____
(semester/quarter hours)

3. Name of University and Location _____

Degree Earned and Date Awarded _____

Major/Minor _____ Total Hours _____
(semester/quarter hours)

RECENT EMPLOYMENT EXPERIENCE (List most recent first)

1. Name of Employer _____

Location _____

Dates Employed _____

Position _____

2. Name of Employer _____

Location _____

Dates Employed _____

Position _____

3. Name of Employer _____

Location _____

Dates Employed _____

Position _____

REFERENCES: Persons knowledgeable of your qualifications for this position. Include especially administrators under whom you have worked.

1. Name _____

Position _____

Telephone No. _____ No. of Years Known _____

2. Name _____

Position _____

Telephone No. _____ No. of Years Known _____

3. Name _____

Position _____

Telephone No. _____ No. of Years Known _____

Salary Range:

Salary Range you anticipate if you are selected as a candidate.

PHILOSOPHY OF EDUCATION: In your own words and handwriting, briefly tell how you will be able to assist us to continue our growth of excellence in education.

Pre-Employment Information:

I understand that:

1. The Ottoville Local School District will exercise due diligence to check the background information supplied by an applicant to assure the accuracy of the data furnished and the candidate's past performance record.
2. I authorize the Ottoville Local School District to make such investigations and inquiries of my employment and listed references as may be necessary for arriving at its employment decision.
3. I understand that any offer of employment is conditional upon the Ottoville Local School District receiving a satisfactory record check from the Ohio Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI). I understand that if the criminal record check is not satisfactory, the Ottoville Governing Board will not be permitted by state law to employ me.
4. I certify that all the information I have provided to the Ottoville Local School District is complete and accurate and submitted with the knowing intent that the Ottoville Governing Board will rely on this information to make its employment decisions. I understand that should the employer discover that I have falsified any such information, I will not be hired. If already hired, I will be subject to termination from employment on that ground.

Applicant's Signature

Date