



308 Martinsburg Road, Mount Vernon, OH 43050 740-393-6767 Fax 740-393-6812

Dear Applicant:

Thank you for your letter inquiring about a position in the Knox County Schools. At the present time we are uncertain of the vacancies we will have in the coming year. We encourage you to complete the enclosed application and return it to our office along with a personal resume and copies of your transcripts and teaching license.

Please have at least three letters of reference, no more than one from each category, to this office from among the following:

- (A) Cooperating Teacher - Student Teaching
- (B) College Supervisor
- (C) Building Principal
- (D) Superintendent
- (E) Department Chairman
- (F) Fellow Educator

House Bill 190 passed in November, 2007 requires that Educational Service Centers request criminal records checks for all applicants hired for employment. The records checks must include both BCII and FBI records. The cost for the records checks is \$60.00. (The Knox Educational Service Center offers this service from 8:00 - 3:00 Monday through Friday.)

Your application will be available to our local Knox County districts and should an interview be desired, someone will contact you.

Your application will remain on file in our office for one year, unless you request, in writing, that it remain active for an additional year.

We are pleased to assist you in obtaining a professional position. Should you have any questions or concerns feel free to contact this office at 740-393-6767

Sincerely,

Timm Mackley

Timm Mackley
Superintendent

Enclosures

KNOX COUNTY SCHOOLS
"Equal Opportunity Employers"

Check Preference (s)
 Centerburg
 Danville
 East Knox
 Fredericktown

RETURN TO:

Knox Educational Service Center
308 Martinsburg Road
Mount Vernon, OH 43050

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Date _____ 20 _____

Name _____
Last First Middle

Present Address _____
Street City State Zip Phone

Permanent Address _____
Street City State Zip Phone

E-mail Address _____

Have you been a resident of the State of Ohio for the past five years? _____ If you have not been a resident for the past five years, what was your previous address?
Street City, State Zip

Type of Ohio Certificate(s) in force: Pre-K - 3 4-5 Endorsement Middle High School
 Licensure (4 Year) Licensure (5 Year)

High School or Special Areas for which you hold Licensure: _____

List subject(s) or grades in order of teaching preference: _____

Position for which you are applying: _____

Are you currently under contract: YES NO If yes, check type: LIMITED CONTINUING

Are you willing to come for an interview: YES NO When could you begin work? _____

TEACHING AND ADMINISTRATIVE EXPERIENCES: (If you have less than five (5) years of teaching experience, include your student teaching assignment. List in reverse chronological order.)

Dates From - To	District Name and Address	Teaching Assignment	Administrator to Whom You Were Responsible

Military Service in Months _____ (over)

EDUCATIONAL PREPARATION (List chronologically beginning with high school)

Name and Address Of Institution	Degree	Major	Minor

Briefly explain why you should be employed by the Knox County Schools (use an additional sheet of paper if needed):

Have you ever had a continuing contract YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____ If yes, explain on a separate sheet of paper.

REFERENCES (at least three (3) persons who are familiar with your professional ability)

Name	Official Position	Complete Address	Telephone

It is understood and agreed that the Knox Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the District's receipt of the BCII/FBI report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experiences as verified by contracts and former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education's rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation or employment shall I fail to fulfill these conditions.

SIGNATURE _____ **DATE** _____

Your application will be kept on file at the Knox Educational Service Center for use by the local districts of Knox County. Interviews for employment must be arranged by the local school district.