

# APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

North Central Ohio Educational Service Center  
 928 West Market Street – Suite A  
 Tiffin, OH 44883  
 (419) 447-2927



**APPLICATION PROCEDURES:** Please complete this application and return to:

***Dr. Jim Lahoski, Superintendent,  
 North Central Ohio Educational Service Center, 928 West Market St., Tiffin, OH  
 44883***

1. Please enclose a copy of the following:
  - Completed and signed application form.
  - Copy of current license(s) or evidence that one is available (if applicable).
  - Up-to-date resume with listed references and contact information.
  - University placement file and/or transcripts of credits (copies will suffice until employment is offered)
  - Any information or material you believe to be relevant to your qualifications for the position.
2. After review of the completed application and materials received, interviews will be arranged by invitation only.

**DEMOGRAPHIC INFORMATION:**

Name: _____	Email: _____
Permanent Address: _____	Home Phone: _____
City _____ State _____ Zip _____	Work Phone: _____
Number of months in military? _____	Cell phone: _____
Have you ever been dismissed or asked to resign from any educational position(s)?	Yes _____ No _____
If yes, please explain on the a separate piece of paper.	
Have you ever been convicted of a felony?	Yes _____ No _____
Do you have a valid Ohio drivers license?	Yes _____ No _____

**EDUCATIONAL PREPARATION & EXPERIENCE**

Name of School and Location	Sem Hrs.	Degree	Major - Minor
H.S.			
College			
College			
College			
Special			

**LIST ALL OHIO LICENSES/CERTIFICATES THAT YOU CURRENTLY POSSESS OR FOR WHICH YOU HAVE APPLIED:**

Type:	Area(s)	Expiration Date

Are you under contract for next year?      Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", is it a:      Multi year: \_\_\_\_\_      When does your contract expire? \_\_\_\_\_

If "yes", with which district: \_\_\_\_\_

If "yes", what is your current salary? \_\_\_\_\_

**WORK EXPERIENCE:**

Name and Address of Entity	Inclusive Dates	# of Months	Position Held	Name of Board President, Superintendent or supervisor	Phone

Does NCOESC or its agents have your permission to contact the above named persons?	____ Yes ____ No
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**REFERENCES:** Give the names, addresses, and phone numbers of at least four people who are familiar with your professional ability, personality and character. If you have previous experience, you must include the superintendents and board members with whom you have worked.

Name	Address	Phone Number	Position
Does NCOESC or its agents have your permission to contact the above named persons?			_____ Yes _____ No
Does NCOESC or its agents have your permission to contact your current employer?			_____ Yes _____ No

**BIOGRAPHICAL SKETCH:** Hand write a short autobiography in the space below. Include any experience or talent, which will, in your estimation, contribute to your success in the position for which you are making application.

*I certify that the information given in this application is true to the best of my knowledge. I authorize the North Central Ohio Educational Service Center and its designee(s) to conduct an appropriate reference check which may include former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquiries. I further certify that I have not been convicted of a felony or sex-related offense, and hereby authorize NCOESC to perform such background investigations as required by law. The fee for the background investigation is to be paid by the applicant who is the finalist for the position. Failure to comply will result in the disqualification of the applicant for employment consideration.*

*I understand and agree that if I am employed prior to the receipt of the BCI report and verification of my work experience, my continued employment will be contingent upon: 1) satisfactory work experience as verified by contacts with my former employers; and 2) receipt of a report demonstrating that I am in compliance with NCOESC Board of Governors rules and regulations regarding applicant/employee criminal records and disclosures of criminal convictions.*

*I attest that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.*

\_\_\_\_\_ Date

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

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**FOR OFFICE USE ONLY**

<b>RECEIPT OF APPLICATION (DATE AND TIME):</b>	<b>DATE OF INTERVIEW:</b>	<b>INTERVIEWED BY:</b>	<b>DATE OF EMPLOYMENT:</b>

**The North Central Ohio Educational Service Center's employment opportunities are offered without regard for race, age, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified candidates who are disabled or require special assistance to respond to this employment announcement should contact NCOESC at (419) 447-2927**