



# HANCOCK COUNTY EDUCATIONAL SERVICE CENTER

7746 CR 140 • Findlay, OH 45840  
(419) 422-7525 • Fax (419) 422-8766

*“Meeting Student Needs Through Cooperative Efforts”*

## ADMINISTRATIVE APPLICATION

## PERSONAL

Last Name	First	*****Middle
Temporary Address	Phone	
City, State, Zip	Business Phone	
Permanent Address	Phone	
City, State, Zip		
When will you be available to begin work? _____		
Have you ever applied for employment with us?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, month & year _____	Location _____	
Position desired:		
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Present position:		
Student Enrollment: _____	Number of people responsible to you: _____	
Are you under contract for next year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
College credential are available at:	Phone	

**NOTE: A current résumé should be included with this application.**

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**EDUCATION**

Schools	Name and Location of Schools	Dates Attended	Major/Minor	Sem. Hrs.	Subjects/Grade Level on Cert.
College					
College					
High School					
Other					

Licenses held and expiration dates: \_\_\_\_\_

**QUALIFICATIONS**

In your own handwriting, describe your assets that make you the best qualified candidate:

Handwriting area for qualifications.

**ADMINISTRATIVE EXPERIENCES:**

I. School/Organization Name	Phone
Address	Employed (Month/Year) From To
Name of Supervisor	
Job Title/Description of Work:	Reason for Leaving:

II. School/Organization Name	Phone
Address	Employed (Month/Year) From To
Name of Supervisor	
Job Title/Description of Work:	Reason for Leaving:

**REFERENCES:** List superintendents, principals and supervisors who have first-hand knowledge of your character, personality, and teaching/administrative abilities. References will be checked for all HCESC hired staff.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**PRE-EMPLOYMENT REQUIREMENTS:**

I have been advised and understand that:

1. The background information supplied by an applicant for a position will be checked by the Hancock County Educational Service Center to assure the accuracy of the data furnished and the past performance record of the candidate.
2. I authorize the Hancock County Educational Service Center to make such investigations and inquiries of my personal, employment and related matters as may be necessary in arriving at its employment decision. I hereby release current and past employers, schools or persons from liability in responding to inquiries in connection with my application for employment.
3. I understand that as a precondition to employment in the position for which I am applying I must provide a set of fingerprints and satisfactorily pass a criminal record check if I come under final consideration for employment. (A certified copy of a BCI background check performed within the last year would also be acceptable.) **I will pay any costs associated with the fingerprinting and criminal records check requirement.**
4. I understand that any offer of employment is conditional upon the Hancock County Educational Service Center receiving a satisfactory record check from the Ohio Bureau of Criminal Identification and Investigation. I understand that if the criminal record check is not satisfactory, that a local board of education is not permitted by state law to employ me and must release me from any conditional contracts of employment.
5. I certify that all the information that I have provided to the Hancock County Educational Service Center is complete and accurate and is submitted with the intent that a local board of education will rely on this information in making its employment decisions. I understand that, should the employer discover that I have falsified any such information, I will not be hired, or if already hired, will be subject to termination from employment on that ground.
6. This information is valid from one year from the date of the BCI record check. Consideration after this time period will once again require the applicant to complete all pre-employment requirements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date