



Date of Application: \_\_\_\_\_

**APPLICATION FORM**

Please complete this application and return to Ohio Valley ESC:

Cambridge Office  
128 E. 8<sup>th</sup> Street,  
Cambridge, Oh 43725

Marietta Office  
1338 Colegate Drive  
Marietta, Ohio 45750

Please attach a copy of the following:

- ❖ License (Teacher/Administrative License or Aide Permit)
- ❖ BCI/FBI Check
- ❖ Official Transcripts (Certified Applicants)
- ❖ High School Diploma or equivalency for Aide Candidates

**DEMOGRAPHIC INFORMATION**

Name: _____		
Last	First	Middle
Mailing Address: _____		
City: _____	State: _____	Zip Code: _____
Home Phone: _____	Cell Phone: _____	
Email Address: _____		

**FOR WHAT POSITION ARE YOU APPLYING?** Please check below:

*Substitute Teacher: _____	*Substitute Teacher Aide: _____	Intervention Specialist: _____
Speech & Language Pathologist: _____	Paraprofessional: _____	Administration: _____
Occupational Therapist: _____	Psychologist: _____	Pre-School Intervention Specialist: _____
Physical Therapist: _____	Custodial: _____	School Age Teacher: _____
Other: _____	Secretarial: _____	

Please select the district in which you are applying. (**Substitutes**: please select only the “**bold**” districts.)

- Belpre City
- Fort Frye Local**
- Frontier Local**
- OVESC - Cambridge
- Marietta City
- Mid-East Career & Technology Centers**
- Switzerland of Ohio Local**
- OVESC - Marietta
- Warren Local**
- Washington County Career Center
- Wolf Creek**

Have you ever received or been offered a continuing contract? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you retired from STRS/SERS? \_\_\_\_\_ YES \_\_\_\_\_ NO

**MILITARY EXPERIENCE**

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ YES \_\_\_\_\_ NO

Dates of service if yes: \_\_\_\_\_

**EDUCATION** (If you have not yet graduated, please list degree and date anticipated)

	SCHOOL/LOCATION	MAJOR/MINORS	DEGREE
High School Attended			
College and Universities			

**EDUCATION RELATED EMPLOYMENT EXPERIENCE** (Include substitute teaching experience if 120 days or more per year)

DATES	SCHOOL	ADDRESS	POSITION GRADE/SUBJECT	EXTRA DUTIES (I.E. CURRICULUM COM., TECH COM.)

**OTHER EMPLOYMENT EXPERIENCE**

DATES	EMPLOYER	ADDRESS	POSITION	EXTRA DUTIES

**AREA(S) OF LICENSURE/CERTIFICATION** (Please list licenses/certificates you presently have or those you anticipate receiving as a result of completion of studies.)

Type	Areas	Grade Levels
_____		
_____		
_____		

**PROFESSIONAL REFERENCES** (Recent)

NAME	POSITION	ADDRESS	TELEPHONE	EMAIL ADDRESS

May we contact the above listed references? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Initial

Do you have a physical condition that might inhibit your ability to perform your duty? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, what would you need to successfully perform your responsibility?

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any criminal offense in the past ten (10) years which has not been annulled or expunged by the court? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a misdemeanor? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the information contained in this application and attachments 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 will 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. I also understand that with my signature, I hereby authorize the Ohio Valley ESC to review my law enforcement records as a means of background investigation for employment purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Ohio Valley Educational Service Center is an equal opportunity employer and follows Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments, all of which prohibits discrimination in hiring or working conditions on the basis of race, color, national origin, or sex.***

*Note to Applicant: This application will be held on file for two years, after which it will be destroyed. If you wish to reactivate your application after two years, you must complete another application form.*

## FOR APPLICANT'S RECORDS

The following provisions of the Ohio Revised Code or federal law disqualify an applicant with a particular criminal history from employment in a particular position with the Ohio Valley ESC:

### For all applicants:

The Ohio Valley ESC is prohibited from employing a person if the person previously has been convicted of or pleaded guilty to any of the following:

- (a) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.16, 2903.21, 2903.34, 2905.01, 2905.02, 2905.05, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.08, 2907.09, 2907.21, 2907.22, 2907.23, 2907.25, 2907.31, 2907.32, 2907.321, 2907.322, 2907.323, 2911.01, 2911.02, 2911.11, 2911.12, 2919.12, 2919.22, 2919.24, 2919.25, 2923.12, 2923.13, 2923.161, 2925.02, 2925.03, 2925.04, 2925.05, 2925.06, or 3716.11 of the Revised Code, a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, a violation of section 2919.23 of the Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date, a violation of section 2925.11 of the Revised Code that is not a minor drug possession offense, or felonious sexual penetration in violation of former section 2907.12 of the Revised Code;
- (b) A violation of an existing or former law of this state, another state, or the United States that is substantially equivalent to any of the offenses or violations described in division (B)(1)(a) of this section.

### For teaching applicants (in addition to the above):

In addition to the above, the Ohio Valley ESC is prohibited from employing a teacher who previously has been convicted of or pleaded guilty to any of the following offenses:

- (a) Any other felony; any other offense of violence; any other theft offense; any other drug offense which is not a minor misdemeanor.
- (b) A violation of division (B)(1), (2), (3), or (4) of section 2919.22 of the Revised Code; a violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.041, 2903.11, 2903.12, 2903.15, 2905.01, 2905.02, 2905.05, 2905.11, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.21, 2907.22, 2907.23, 2907.24, 2907.241, 2907.25, 2907.31, 2907.311, 2907.32, 2907.321, 2907.322, 2907.323, 2907.33, 2907.34, 2909.02, 2909.22, 2909.23, 2909.24, 2911.01, 2911.02, 2911.11, 2911.12, 2913.44, 2917.01, 2917.02, 2917.03, 2917.31, 2917.33, 2919.12, 2919.121, 2919.13, 2921.02, 2921.03, 2921.04, 2921.05, 2921.11, 2921.34, 2921.41, 2923.122, 2923.123, 2923.161, 2923.17, 2923.21, 2925.02, 2925.03, 2925.04, 2925.041, 2925.05, 2925.06, 2925.13, 2925.22, 2925.23, 2925.24, 2925.32, 2925.36, 2925.37, 2927.24, or 3716.11 of the Revised Code; a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996; a violation of section 2919.23 of the Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date; felonious sexual penetration in violation of former section 2907.12 of the Revised Code; or a violation of an ordinance of a municipal corporation that is substantively comparable to an offense listed in this paragraph.

### For pupil transportation employees:

- (a) *Sexually-oriented offenses:*  
Section 2907.02 (rape), 2907.03 (sexual battery), 2907.04 (unlawful sexual conduct with a minor), 2907.05 (gross sexual imposition), 2907.06 (sexual imposition), 2907.07 (importuning), 2907.21 (compelling prostitution), 2907.22 (promoting prostitution), 2907.23 (procuring), 2907.25 (prostitution; after positive HIV test), 2907.31 (disseminating matter harmful to juveniles), 2907.32 (pandering obscenity), 2907.321 (pandering obscenity involving a minor), 2907.322 (pandering sexually oriented matter involving a minor), or 2907.323 (illegal use of a minor in nudity-oriented material or performance) of the Revised Code or a violation of former section 2907.12 (felonious sexual penetration) of the Revised Code.
- (b) *Child-related violent offenses:*  
Section 2905.01 (kidnapping), 2905.02 (abduction), 2905.05 (criminal child enticement), or 2919.23 (interference of custody) of the Revised Code that would have been a violation of section 2905.04 (child

stealing) of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date, divisions (B)(1), (B)(2), (B)(3), or (B)(4) of section 2919.22 (endangering children) of the Revised Code.

(c) *Violent offenses:*

Section 2903.01 (aggravated murder), 2903.02(murder), 2903.03 (voluntary manslaughter), 2903.04 (involuntary manslaughter), 2903.06 (vehicular manslaughter and assault), 2903.08 (vehicular manslaughter and assault), 2903.09 (vehicular manslaughter and assault), or 2909.24 (terrorism) of the Revised Code.

(d) “Other violence-related offenses,” which mean a violation of the following sections that occurred either within twenty years prior to the date of the current application for a position as a school transportation driver or, for a current employee, within twenty years prior to the date of the current criminal records check:

Section 2903.11 (felonious assault), 2903.12 (aggravated assault), 2911.01 (aggravated robbery), 2911.02 (robbery), 2911.11 (aggravated burglary), or 2923.161 (improper discharge firearm at or into habitation; school-related offenses) of the Revised Code; 3716.11 (placing harmful objects in food/confection), 2919.12 (unlawful abortion) of the Revised Code.

(e) “Drug offenses,” which mean a violation of the following sections that occurred either within ten years prior to the date of the current application for a position as a school transportation driver or, for a current employee, within ten years prior to the date of the current criminal records check:

Section 2925.02 (corrupting another with drugs), 2925.03 (trafficking in drugs), 2925.04 (illegal manufacture of drugs or cultivation of marijuana), 2925.05 (funding of drug or marihuana trafficking), or 2925.06 (illegal administration or distribution of anabolic steroids) of the Revised Code.

(f) “Non-violent theft offense,” which means a violation of section 2911.12 (burglary) of the Revised Code that occurred either within ten years prior to the date of the current application for a position as school transportation driver with the district or, for a current employee, within ten years prior to the date of the current criminal records check.

(g) “Major motor vehicle offenses,” which means a violation of section 4511.19 (operating a motor vehicle under the influence), 4511.20 (reckless operation), 4510.11 (driving under suspension), 4510.14 (driving under OVI suspension), or 4511.194 (physical control while under the influence) of the Revised Code; that occurred either within six years prior to the date of the current application for a position as student transportation driver, or for a current employee, within six years prior to the date of the current records check.

(h) “Other offenses,” which mean a violation of the following sections that occurred either within five years prior to the date of the current application for a position as school transportation driver, or for a current employee, within five years prior to the date of the current criminal records check:

Section 2903.13 (assault), 2903.16 (failing to provide for a functionally impaired person), 2903.21 (aggravated menacing), 2903.34 (patient use or neglect), 2907.08(voyeurism), 2907.09 (public indecency), division (A) of section 2919.22 (endangering children), 2919.24 (contributing to unruliness or delinquency of a child), 2919.25 (domestic violence), 2923.12 (carrying concealed weapons), 2923.13 (having weapons while under disability), or 2925.11 (possession of a controlled substance that is not a minor drug possession offense) of the Revised Code.

(i) “Other motor vehicle offenses,” which means a violation of section 4511.75 (violation of school bus warning lights), 4511.21 (school zone speed limit) while operating a school vehicle, or 4511.62 (railroad crossing violation) of the Revised Code; that occurred either within one year prior to the date of the current application for a position as student transportation driver, or for a current employee, within one year prior to the date of the current records check.

**The above provisions are not a comprehensive list. Other provisions of the Ohio Revised Code or federal law may disqualify an applicant with a particular criminal history from employment in a particular position with the Ohio Valley ESC.**