

**ADA EXEMPTED VILLAGE SCHOOLS**

725 W. NORTH STREET  
ADA, OHIO 45810

**CERTIFIED TEACHER APPLICATION**

**Return to:**

**Ada Exempted Village School  
Superintendent's Office  
725 W. North Street, Ada, Ohio 45810**

**Telephone: 419-634-6421  
Fax: 419-634-0311**

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Date of application: \_\_\_\_\_ Date available: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Telephone: Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ School/Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code Area Code

**POSITION(S) SOUGHT:** \_\_\_\_\_ Regular Teacher \_\_\_\_\_ Substitute Teacher  
\_\_\_\_\_ Early Childhood  
\_\_\_\_\_ Pre-Kindergarten through 3  
\_\_\_\_\_ Middle Childhood (4-9)  
\_\_\_\_\_ Adolescent - Young Adult (7-12)  
\_\_\_\_\_ Special Areas \_\_\_\_\_

**CERTIFICATION AREA:** \_\_\_\_\_

**CERTIFICATION:** Please list all valid Ohio certificates that you currently hold.  
*Include photocopies of certificates with this application.*

**EDUCATIONAL BACKGROUND:** List the high school, colleges and universities that you have attended along with the degree earned.

| High School, Colleges, Universities attended | Degree |
|--|--------|
| _____  | _____  |
| _____  | _____  |
| _____  | _____  |

**CURRENT DEGREE:** \_\_\_\_\_

*(Example: B.A./B.A. plus 20 hours/Masters/Masters plus 15)*

**FULL-TIME TEACHING EXPERIENCE:** (120+ days, list in reverse chronological order)

| <u>School District Name</u> | <u>Grade/Subject</u> | <u>Years</u> | <u>From</u> | <u>To</u> |
|-----------------------------|----------------------|--------------|-------------|-----------|
| _____                       | _____                | _____        | _____       | _____     |
| _____                       | _____                | _____        | _____       | _____     |
| _____                       | _____                | _____        | _____       | _____     |

Total of years full-time teaching experience: \_\_\_\_\_

**NON-TEACHING WORK EXPERIENCE:** Please list non-teaching work experience which have helped to develop your all around people skills.

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**Extra-Curricular Activities:**

Please list extra-curricular activities that you would consider coaching or directing once you became an Ada employee.

- |                          |                             |                       |
|--------------------------|-----------------------------|-----------------------|
| _____ Baseball           | _____ Golf                  | _____ Softball        |
| _____ Basketball         | _____ National Honor Soc.   | _____ Student Council |
| _____ Cheerleading       | _____ Newspaper             | _____ Swimming        |
| _____ Class/Club Advisor | _____ Physical Conditioning | _____ Tennis          |
| _____ Cross Country      | _____ Playground Monitor    | _____ Track           |
| _____ Drama Club         | _____ Quiz Bowl             | _____ Volleyball      |
| _____ Football           | _____ Soccer                | _____ Yearbook        |
|                          |                             | Other _____           |

Please list **extra-curricular activities** that you currently direct or have directed:

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**ESSAY QUESTION:** The Ada Superintendent and Board of Education are interested in what traits or qualities distinguish you from the average teacher candidate. What gains will be realized by the Ada students, staff and community members through your hiring? ***Please handwrite and limit to the space below.***

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**CONTRACT:** Have you ever had a teaching contract non-renewed in Ohio another state for any reason? \_\_\_ Yes \_\_\_ No If yes, please explain:

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**REFERENCES:** List below names of professional references and community people, who have first-hand knowledge of your professional work, character, personality, and scholarship.

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Title</u> |
|-------------|----------------|--------------|--------------|
| 1. _____    | _____          | _____        | _____        |
| 2. _____    | _____          | _____        | _____        |
| 3. _____    | _____          | _____        | _____        |
| 4. _____    | _____          | _____        | _____        |

**COMMUNITY ORGANIZATIONS:** Please list community organizations in which you actively participate, in either your hometown or school community. In addition, list professional organizations.

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**CONTRACT STATUS:** Please give a brief explanation of your current contract status.

Current district/company: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Contract type: \_\_\_\_\_

**ETHICAL STANDARDS:** Have you experienced any problems with your conduct or misconduct or allegations of either that have brought your character into issue outside or inside of school/work?

\_\_\_ Yes \_\_\_ No If the answer is yes, please explain on a separate sheet.

**Have you ever been charged and/or convicted of any crime that is a misdemeanor or felony?**

\_\_\_ Yes \_\_\_ No If the answer is yes, please explain on a separate sheet.

**RECORDS CHECK:** The Ada School system routinely completes a record check on new employees and your initials are needed to indicate that you grant permission for the district to complete a police/BCI/FBI records check if you are placed in final consideration for this position.

I have no problem with submitting to a records check: \_\_\_\_\_  
Initials

**Documents to be returned with application:**

1. \_\_\_\_\_ Cover Letter
2. \_\_\_\_\_ Completed District Application
3. \_\_\_\_\_ Current Resume
4. \_\_\_\_\_ Copy of Certificate(s)
5. \_\_\_\_\_ Unofficial Copies of Transcripts
6. \_\_\_\_\_ BCI/FBI Fingerprint Report
7. \_\_\_\_\_ Copy of Driver's License and S.S. Card

*Individuals completing this application to be added to our substitute list need only return Items 2, 4, 6 & 7.*

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**CERTIFICATION OF APPLICANT**

I hereby authorize the Ada Exempted Village Schools to obtain from my employers all data needed to support this application. I hereby authorize Ada Exempted Village Schools to obtain from the references listed any information needed to support his application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

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

Date: \_\_\_\_\_

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**725 W. North Street**  
**Ada, Ohio 45810**

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*Ada Exempted Village Schools is an equal opportunity employer.  
Ada Schools does not discriminate based on sex, age, handicap, race,  
religion, color or creed.*