



Medina County Career Center JVSD
1101 West Liberty Street
Medina, Ohio 44256
Phone (330) 725-8461 or 1-866-896-6222
Fax (330) 723-6573

**APPLICATION FOR
ADMINISTRATIVE POSITIONS**
(PLEASE PRINT CLEARLY)

PERSONAL INFORMATION

Date: _____

Name: _____

Soc. Sec. No. _____

Address: _____
Number Street

Home Phone: _____

Work Phone: _____

Cell Phone: _____

City State Zip Code

Email: _____

Current Base Salary? _____
(Not including fringe benefits)

Base Salary Expectations? _____
(Not including fringe benefits)

Position applying for _____

Do you hold a valid Ohio Certificate or License for this position? ☐ Yes ☐ No

Type(s) of Ohio Certificate/License(s) held

Date Issued

Subject (If applicable)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever had ANY certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied? ☐ Yes ☐ No
(If yes to either of the above, please provide an explanation on a separate sheet.)

Pursuant to Ohio Revised Code Section 3319.39 and the employment practice of the Medina County Career Center Board of Education, any applicant who has applied for employment in any position will be subject to a criminal records check, which will be conducted by the Bureau of Criminal Identification and Investigation and which will also include information from the Federal Bureau of Investigation unless otherwise provided for by law. Note that if the information from the criminal records check reveals that the applicant has been convicted of one or more prohibited offenses, such convictions shall disqualify the applicant from employment with the Medina County Career Center unless otherwise provided for by law.

CURRENT DISTRICT INFORMATION

Name of District _____

Your Title _____ Enrollment (ADM) _____

Total Number of Employees: Certified _____ Classified _____

Number of: Elementary Schools _____ Middle/Jr. High Schools _____ High Schools _____

RECORD OF EDUCATION (List all attended)

School Name	Location (City, State)	Major/Course of Study	Graduated	List Diploma or Degree
High School			☐ Yes ☐ No	
College/University			☐ Yes ☐ No	
College/University			☐ Yes ☐ No	
College/University			☐ Yes ☐ No	
College/University			☐ Yes ☐ No	
College/University			☐ Yes ☐ No	

PROFESSIONAL EXPERIENCE

List below all present and past employment, beginning with your most recent. (Use additional sheet if needed)

District/Organization Address	Dates From To		Position Title	Reason for Leaving
District/Organization Address	Dates From To		Position Title	Reason for Leaving
District/Organization Address	Dates From To		Position Title	Reason for Leaving

May we contact the employers listed? _____ If not, indicate which one(s) you do not wish us to contact: _____.

OTHER WORK EXPERIENCES AND ACCOMPLISHMENTS VALUABLE TO YOUR CAREER (Explain Below)

COMMUNITY ACTIVITIES (Explain Below)

PERSONAL REFERENCE

Please list below five persons who can speak of your professional competency and character.

Name/Address	Home Phone	Work Phone	Type of Acquaintance

What qualifications will make you the successful candidate?

Only the following information is desired at this time:

- A letter emphasizing qualifications and reasons for interest
- An up-to-date resume
- A copy of current applicable Ohio administrator license
- Credentials and transcripts
- Three letters of recommendation
- A completed application form

All application materials are to be submitted together.

The facts set forth previously in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to investigate my personal, educational, and employment records listed on this application.

I acknowledge being informed that as a precondition to employment for the position for which I am applying, I must, in accordance with Ohio law, provide a set of fingerprints and satisfactorily pass a criminal record check if I come under final consideration for employment.

Signature of Applicant

If any of your educational or employment records are under a name other than the name indicated on this application, please provide other names.

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.