

**CERTIFIED APPLICATION**  
EHOVE CAREER CENTER  
316 WEST MASON ROAD, MILAN, OH 44846

FOR OFFICE USE ONLY

Application Received _____	Credentials Requested/Rec'd _____
Application Verified _____	BCI/FBI Processed _____
References Requested _____	Date Hired _____
References Received _____	Copy to Personnel _____
Date of Interview _____	Interviewed By _____

**EHOVE Career Center has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, religion, sex, military status, national origin, disability, age, or ancestry.**

This application will be considered active for twelve (12) months from the date received by EHOVE Career Center. If you become employed with EHOVE Career Center, this application will become part of your official employment record.

You must sign the following agreement in order to be considered an applicant for employment with EHOVE Career Center.

**READ CAREFULLY BEFORE SIGNING**

I authorize EHOVE Career Center to request my employment records from any of my former employers and I authorize my former employers to release to EHOVE Career Center my employment records, including, without limitation, my personnel file, disciplinary file, attendance records, evaluation records, and any other files or records in the possession of any of my former employers related in any way to my employment history.

In consideration of EHOVE Career Center's review of my application, I agree that any claim or lawsuit arising out of my employment or my application for employment with EHOVE Career Center must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein and **I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.**

I further agree that if I come under final consideration for employment with EHOVE Career Center that I must, as a precondition for such employment, provide a set of fingerprint impressions to and satisfactorily complete a criminal records check (including information from the Federal Bureau of Investigation) conducted by the Ohio Bureau of Criminal Investigation. (See attached Notice.)

I agree that if any information provided by me in connection with this application is determined by EHOVE Career Center, in its sole judgment, to be false, I will no longer be considered for employment with EHOVE Career Center and, if I am employed with EHOVE Career Center at the time such information is determined to be false, my employment may be terminated.

_____ Applicant's Signature	_____ Date
Name _____	
Address _____ City _____ Zip _____	
Email Address _____	
Home Telephone _____ Cell Phone _____	
Date of Application _____ Licenses Held _____	

**POSITION DESIRED**  
(√ Check Appropriate Category)

- a) **Administration** ( ) \_\_\_\_\_
- b) **Instructional**
- Career-Tech** ( ) **State Area** \_\_\_\_\_  
**Academic** ( ) **State Area** \_\_\_\_\_  
**Other** ( ) **Specify** \_\_\_\_\_

**PERSONAL DATA**

Are you currently under contract? \_\_\_\_\_ With whom? \_\_\_\_\_

When could you come for a personal interview? \_\_\_\_\_

When would you be available to commence work? \_\_\_\_\_

**CERTIFICATION INFORMATION**

Are you currently certified or registered in Ohio for the position applied for? \_\_\_\_\_

If not, when will you become certified or registered? \_\_\_\_\_

Do you currently possess certification in another State? (Give State and subjects) \_\_\_\_\_

\_\_\_\_\_

When does your certificate expire? \_\_\_\_\_

**ACADEMIC AND PROFESSIONAL TRAINING**

NAME & LOCATION OF SCHOOL OR INSTITUTION Include HS, Tech Inst., College, Grad Work & Summer Sessions (in order taken)	MAJOR & MINOR SUBJECTS	DEGREE OR DIPLOMA	DATES ATTENDED FROM TO	TOTAL QTR HOURS CREDIT

**INDUSTRIAL AND BUSINESS EXPERIENCE**

(List in reverse chronological order with most recent position first)

DATES EMPLOYED FROM TO	NAME & LOCATION OF INSTITUTE OR EMPLOYER	NAME OF YOUR SUPERVISOR	NATURE OF YOUR POSITION OR SERVICE PERFORMED

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**TEACHING AND ADMINISTRATIVE EXPERIENCE**

(List in reverse chronological order with most recent position first)

<b>DATES EMPLOYED TO FROM</b>	<b>NAME &amp; LOCATION OF SCHOOL OR INSTITUTION</b>	<b>NAME &amp; TITLE OF YOUR IMMEDIATE SUPERIOR</b>	<b>NATURE OF YOUR POSITION OR SUBJECT TAUGHT</b>

**MILITARY EXPERIENCE**

<b>BRANCH OF SERVICE</b>	<b>DATES</b>	<b>NUMBER OF MONTHS</b>	<b>NATURE OF WORK</b>

**REFERENCES**

List five persons, not relatives, that can be contacted as references. These should be persons qualified to answer questions concerning your fitness for the position you seek. Include former employers.

<b>NAME OF REFERENCE</b>	<b>ADDRESS</b>	<b>POSITION/TITLE</b>	<b>TELEPHONE NUMBER</b>

**COMMENTS**

Use this space for additional information which will be of assistance in arriving at a true estimate of your qualifications. Include your own concepts of the philosophy and purposes of career-technical education. (Use additional sheet if necessary). \_\_\_\_\_

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## NOTICE

Pursuant to Ohio law, all job applicants under final consideration for employment with EHOVE Career Center must, as a precondition for such employment, provide a set of fingerprint impressions to and satisfactorily complete a criminal records check conducted by the Ohio Bureau of Criminal Investigation (BCI), including information from the Federal Bureau of Investigation (FBI).

EHOVE Career Center is prohibited, except in certain circumstances, from employing a person for a position who has been convicted of or pleaded guilty to certain offenses set forth in Ohio law or federal law as applicable. EHOVE Career Center is prohibited from employing any person who refuses to provide the information needed by EHOVE Career Center to have the BCI/FBI criminal records check conducted.

Upon notification that you will be recommended for employment with the EHOVE Career Center to the Board of Education, we will require you to complete the BCI/FBI procedure. A **\$50 fee will apply – CASH or CHECK ONLY** please. If you have satisfactorily completed a BCI/FBI check within the immediately preceding year, you may present a certified copy of such BCI/FBI check and you will **NOT** be required to have another BCI/FBI check conducted.

If you refuse to complete the BCI/FBI check or pay the \$50 fee, you will not be recommended for employment with the EHOVE Career Center to the Board of Education.

EHOVE CAREER CENTER BOARD OF EDUCATION.