



✓ **FOR CONSIDERATION OF EMPLOYMENT - THE FOLLOWING REQUIRED DOCUMENTATION MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION:**

- COMPLETED APPLICATION
- OHIO TEACHING CERTIFICATE (*CERTIFIED EMPLOYEES ONLY*)
- PRAXIS SCORES (*CERTIFIED EMPLOYEES ONLY*)
- COLLEGE TRANSCRIPTS (ORIGINAL – NO PHOTO COPIES) (*CERTIFIED EMPLOYEES ONLY*)
- CURRENT **STATE(BCII) AND FEDERAL (FBI)** BACKGROUND CHECKS (COMPLETED WITHIN THE LAST YEAR)
- COPIES OF PHOTO ID (DRIVERS LICENSE) AND SOCIAL SECURITY CARD
- TUBERCULOSIS (TB) SKIN TESTING REPORT (COMPLETED WITHIN THE LAST YEAR)
- PAYROLL DIRECT DEPOSIT FORM (ATTACHED)
- COMPLETED PAYROLL TAX FORMS (ATTACHED)
- COMPLETED EMPLOYEE WORKSHEET (**NOT FOR SUBSITUTE EMPLOYEES**) (ATTACHED)

**NOTICE
FOR ALL APPLICANTS**

Every new hire must be fingerprinted for a state and federal background check which can be completed at:

**Lawrence County Educational Service Center
3rd Floor – Courthouse**

Ohio BCI&I	\$35.00
FBI	\$40.00

You will need:

- ✓ To call for **appointment** -532-4223 or 867-3422
- ✓ Cash
- ✓ Valid state issued picture ID
- ✓ Social Security Card (if not printed on the ID)
- ✓ Address of employer or licensing agency, if you want the results mailed directly to them. This information must be presented **PRIOR** to starting the transaction.

Monday – Friday **8:30 - 3:00** (Times are subject to vary without notice)



Dedicated to Academic Excellence through Quality Education

105 South Fifth Street
 Ironton, Ohio 45638
 (740) 532-4133 • Fax (740) 532-2314

Application for Professional Employment

Name _____ Social Security Number _____
 Last First Middle

Address _____
 Number & Street

City State Zip Telephone Number

Date _____

POSITION FOR WHICH YOU ARE APPLYING

For professional positions, *The Ironton City School District* employs only personnel eligible to hold appropriate Ohio certification. STATE LAW HB 190 REQUIRES A NATIONAL (FBI) AND STATE (BCII) CRIMINAL BACKGROUND HISTORY CHECK AS A CONDITION OF EMPLOYMENT.

Teaching & Other Professional School Related Positions

- | | |
|--|---|
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Secondary (list area or areas) |
| <input type="checkbox"/> K-3 | _____ |
| <input type="checkbox"/> 4-6 | _____ |
| <input type="checkbox"/> Special Area (e.g. Art, Special Ed) | _____ |
| List _____ | |
| <input type="checkbox"/> Media Specialist/Librarian | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Psychologist |
| <input type="checkbox"/> Nurse | <input type="checkbox"/> Other _____ |

Administrative Position

- | | |
|---|--|
| <input type="checkbox"/> School Administrator (Specify) | <input type="checkbox"/> Other (Specify) |
| _____ | _____ |
| <input type="checkbox"/> Central Office Administrator (Specify) | |
| _____ | |

This application will be kept on file for two (2) years from date submitted.
 As an Equal Opportunity Employer, Ironton City Schools complies with federal and state laws.

Educational Preparation

(Hours MUST be accurate)

College or University	Address	Dates Attended		Degree	Total Qtr Hrs	Total Sem Hrs
		From	To			

Teaching Experience

School/Address	City/State	Grade/Subject Assignment	Full/Part-Time	Dates	
				From	To

Other Experience

Position	Name/Address of Firm	Name of Supervisor	Dates	
			From	To

Do you hold a valid Ohio teaching certificate? Yes No

Field(s) _____ Type _____
 Issue Date _____ Expiration Date _____

If you hold an Ohio certificate, please enclose copy.

Veteran of Military Service? Yes No If "yes" complete section below:

Active Duty Dates

Month _____ Year _____ From To Month _____ Year _____