Dear Applicant:

Thank you for your letter inquiring about a position in the Knox County Schools. At the present time we are uncertain of the vacancies we will have in the coming year. We encourage you to complete the enclosed application and return it to our office along with a personal resume and copies of your transcripts and teaching license.

Please have at least three letters of reference, no more than one from each category, to this office from among the following:

(A) Cooperating Teacher - Student Teaching  
(B) College Supervisor  
(C) Building Principal  
(D) Superintendent  
(E) Department Chairman  
(F) Fellow Educator

House Bill 190 passed in November, 2007 requires that Educational Service Centers request criminal records checks for all applicants hired for employment. The records checks must include both BCII and FBI records. The cost for the records checks is $60.00. (The Knox Educational Service Center offers this service from 8:00 - 3:00 Monday through Friday.)

Your application will be available to our local Knox County districts and should an interview be desired, someone will contact you.

Your application will remain on file in our office for one year, unless you request, in writing, that it remain active for an additional year.

We are pleased to assist you in obtaining a professional position. Should you have any questions or concerns feel free to contact this office at 740-393-6767

Sincerely,

Timm Mackley

Timm Mackley  
Superintendent

Enclosures
KNOX COUNTY SCHOOLS
"Equal Opportunity Employers"

RETURN TO:

Knox Educational Service Center
308 Martinsburg Road
Mount Vernon, OH 43050

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Date ____________________________ 20____

Name ____________________________________________

_________________  ______________________  ______________________
Last    First    Middle

Present Address

_________________  ______________________  ______________________  __________  __________
Street    City    State    Zip    Phone

Permanent Address

_________________  ______________________  ______________________  __________  __________
Street    City    State    Zip    Phone

E-mail Address ________________________________

Have you been a resident of the State of Ohio for the past five years? _______. If you have not been a resident for the past five years, what was your previous address?

_________________  ______________________  ______________________  __________  __________
Street    City, State    Zip

Type of Ohio Certificate(s) in force: _____ Pre-K – 3    _____ 4-5 Endorsement    _____ Middle    _____ High School

   _____ Licensure (4 Year)    _____ Licensure (5 Year)

High School or Special Areas for which you hold Licensure: ________________________________

List subject(s) or grades in order of teaching preference: __________________________________

Position for which you are applying: __________________________________

Are you currently under contract: _____ YES    _____ NO  If yes, check type: _____ LIMITED    _____ CONTINUING

Are you willing to come for an interview: _____ YES    _____ NO  When could you begin work? ________________________________

TEACHING AND ADMINISTRATIVE EXPERIENCES: (If you have less than five (5) years of teaching experience, include your student teaching assignment. List in reverse chronological order.)

<table>
<thead>
<tr>
<th>Dates</th>
<th>District Name and Address</th>
<th>Teaching Assignment</th>
<th>Administrator to Whom You Were Responsible</th>
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Military Service in Months ______  (over)
EDUCATIONAL PREPARATION  (List chronologically beginning with high school)

Name and Address Of Institution Degree Major Minor


Briefly explain why you should be employed by the Knox County Schools (use an additional sheet of paper if needed):

Have you ever had a continuing contract YES _______ NO _______

Have you ever been convicted of a felony? YES _______ NO _______ If yes, explain on a separate sheet of paper.

REFERENCES (at least three (3) persons who are familiar with your professional ability)

<table>
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<tr>
<th>Name</th>
<th>Official Position</th>
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<th>Telephone</th>
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It is understood and agreed that the Knox Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the District’s receipt of the BCII/FBI report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experiences as verified by contracts and former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education’s rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation or employment shall I fail to fulfill these conditions.

SIGNATURE ____________________________ DATE ____________________________

Your application will be kept on file at the Knox Educational Service Center for use by the local districts of Knox County. Interviews for employment must be arranged by the local school district.