

**Liberty Center Local Schools  
Administrative Application**

**Personal Data**

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial) (Suffix)

Address: \_\_\_\_\_  
(Street Number/P.O. Box) (City) (State) (Zip Code)

Daytime Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Experience in Similar Positions (years) \_\_\_\_\_

**Experience**

<b>Current or Most Recent Position</b>	<b>Employer Contact Information</b>	<b>Supervisor Contact Information</b>
<b>Date Employed from</b>	<b>Full or part-time</b>	<b>Last Annual Salary</b>
<b>Start month/year:</b> _____ <b>End month/year:</b> _____	<b>Full</b> _____ <b>Part-time</b> _____	\$ _____
<b>Reason for Leaving</b>	<b>May we contact this employer?</b>	<b>Responsibility/Accomplishments</b>

**Liberty Center Local Schools  
Administrative Application**

**Experience- continued**

<b>Position Held</b>	<b>Employer Contact Information</b>	<b>Supervisor Contact Information</b>
<b>Date Employed from</b>	<b>Full or part-time</b>	<b>Last Annual Salary</b>
Start month/year: _____ End month/year: _____	Full _____ Part-time _____	\$ _____
<b>Reason for Leaving</b>	<b>May we contact this employer?</b>	<b>Responsibility/Accomplishments</b>
<b>Position Held</b>	<b>Employer Contact Information</b>	<b>Supervisor Contact Information</b>
<b>Date Employed from</b>	<b>Full or part-time</b>	<b>Last Annual Salary</b>
Start month/year: _____ End month/year: _____	Full _____ Part-time _____	\$ _____
<b>Reason for Leaving</b>	<b>May we contact this employer?</b>	<b>Responsibility/Accomplishments</b>

**Liberty Center Local Schools  
Administrative Application**

**Education**

**Colleges, Universities and Technical Schools Attended:**

Name and Location	Dates Attended to/from	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree/Date Obtained

**List any awards, honors, or distinctions you have earned:**

**Undergraduate Overall GPA** \_\_\_\_\_

**Graduate GPA** \_\_\_\_\_

**High School Graduated from:** \_\_\_\_\_

Year \_\_\_\_\_

(Name)

(City/State)

**Languages**

Do you know any other languages besides English? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, list language(s) \_\_\_\_\_

**Liberty Center Local Schools  
Administrative Application**

**Certification/Licensure**

Do you hold a National Board for Professional Teaching Standards certification? Yes\_\_ No\_\_

Do you currently hold an Ohio certificate/license? Yes\_\_ No\_\_

If yes- list below:

Type	Certificate/License Number	Expiration Date

Do you hold a current out of state certificate/license? Yes\_\_ No\_\_

If yes- list below:

Type	Certificate/License Number	Expiration Date

**Professional References**

Name: \_\_\_\_\_

Current position: (title)\_\_\_\_\_ (organization)\_\_\_\_\_

Work Phone:\_\_\_\_\_ Home/Cell Phone:\_\_\_\_\_

Email:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Relationship to Candidate:\_\_\_\_\_

Years Known:\_\_\_\_\_

**Liberty Center Local Schools  
Administrative Application**

**Professional References-continued**

Name: \_\_\_\_\_  
Current position: (title)\_\_\_\_\_ (organization)\_\_\_\_\_  
Work Phone:\_\_\_\_\_ Home/Cell Phone:\_\_\_\_\_  
Email:\_\_\_\_\_  
Mailing Address:\_\_\_\_\_  
Relationship to Candidate:\_\_\_\_\_  
Years Known:\_\_\_\_\_

Name: \_\_\_\_\_  
Current position: (title)\_\_\_\_\_ (organization)\_\_\_\_\_  
Work Phone:\_\_\_\_\_ Home/Cell Phone:\_\_\_\_\_  
Email:\_\_\_\_\_  
Mailing Address:\_\_\_\_\_  
Relationship to Candidate:\_\_\_\_\_  
Years Known:\_\_\_\_\_

**Statement**

**What do you consider to be your major strengths as an administrator?**

**Liberty Center Local Schools  
Administrative Application**

**Disclosures**

**Contract Status**

Are you currently under contract? Yes\_\_ No\_\_ If Yes, which district? \_\_\_\_\_

If Yes, when does it expire? (Month/Year)\_\_\_\_\_

When may your present employer be contacted? \_\_\_\_\_

**Professional Status**

Have you obtained tenure in any other school district? Yes\_\_ No\_\_

If Yes, which district? \_\_\_\_\_

When? (Month/Year)\_\_\_\_\_

Have you ever been denied tenure? Yes\_\_\_ No\_\_\_

If Yes, explain:

Have you ever had a teaching certificate or teaching license revoked or suspended? Yes\_\_ No\_\_

If Yes, explain:

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? Yes\_\_\_ No\_\_

If Yes, explain

Are you a relative of any board member, administrator, or supervisor who is currently serving the school district? Yes\_\_\_ No\_\_\_

If yes, Name: \_\_\_\_\_

**Liberty Center Local Schools  
Administrative Application**

Position: \_\_\_\_\_

Relationship: \_\_\_\_\_

Are you able to perform all the essential function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes\_\_ No\_\_

List any accommodations:

**Legal Information**

(Please note: Applicants are not obligated to disclose sealed or expunged records.)

Are you eligible to work in the United States? Yes\_\_ No\_\_

Have you ever been convicted of a criminal offense other than a minor traffic violation? Yes\_\_ No\_\_

If Yes, explain, giving dates:

**Legal Information-continued**

Have you ever had any indicated finding of child abuse filed in your name? Yes\_\_ No\_\_

If yes, explain, giving dates:

Does your name appear on any Sex Offender Database in any state or country? Yes\_\_ No\_\_

**Equal Opportunity Employer**

Liberty Center Local Schools is an Equal Opportunity Employer. Liberty Center Local Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance in making application for any opening should contact the District Office.

**Liberty Center Local Schools  
Administrative Application**

**Applicant's Acknowledgment and Agreement**

By checking the box below, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I, \_\_\_\_\_ agree to all of the terms above. I agree

(Candidate's Signature)