

# Sheffield-Sheffield Lake City Schools

Certified/Administrative Application

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 Sheffield, OH 44054  
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An Equal Opportunity Employer

<b>Personal Data</b>	Name (Last, First, Middle)		Social Security Number	Date
	Permanent Address		Home Phone ( )	Business Phone ( )
	City	State	Zip	Place of Current Employment
	Present Address (if Different than above)		Name & Phone of Person to help us make contact with you	
	City	State		

<b>Educational Certification</b>	Check Position Applying for <input type="checkbox"/> Substitute <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Tutor <input type="checkbox"/> Other:				
	Date Available for the Sheffield-Sheffield Lake City School District:				
	List any activities that you are willing to direct (Athletic Teams, School Clubs, Drama, Yearbook, etc.)				
	Name of Ohio Teaching Certificates you hold	Date of Issue	Date of Expiration	Certificate Number	Subjects and/or Grade Levels on Certificate

<b>Educational History</b>	School	Location City, State	Dates Attended	Degree	Major/Minor	Semester Hours
	Elementary					
	High School					
	College					

Student Teaching	School Address	Subjects & Grades Taught	Cooperating Teacher	Home and Work Phone	Dates Completed
				H	
				W	
				H	
			W		

Teaching Experience	List all contracted positions you have held as a certified teacher. List most recent experience first. In Ohio, 120 or more days under a teaching contract in the same school year equals one year of experience.					
	School Name Address	Name of Principal Phone Home & Work	Subjects Taught	Dates		Total Years
				From	To	
				H		
				W		
				H		
				W		
				H		
			W			

Additional Background	Are you presently under contract? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes what district:	
	Have you ever been employed under a continuing contract in Ohio? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes what district:	
	Have you ever been discharged or requested to resign from a teaching position? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes what district and give an explanation:	
	Have you ever applied for, been interview for or have a relative that works for the Sheffield-Sheffield Lake City Schools	<input type="checkbox"/> Interview, Date: <input type="checkbox"/> Application, Date: <input type="checkbox"/> Relative, Who:
	Have you ever served in the U. S. Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes what Branch (Rank and Dates)	

Other Work Experience	List other experiences that will help you as a professional educator.		
	Work and/or Experience	Duties	Dates

<b>Legal Information</b>	All Applicants must complete a criminal records check <u>at your own expense</u> . If you have a letter from the Bureau of Criminal Investigations, it must be dated within a year of this application date. The Sheffield-Sheffield Lake City Schools will do fingerprints and submit paperwork on your behalf.
	Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes explain:
	Did you ever work under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes explain and provide dates:
	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no explain:

<b>Personal Reflections on Education</b>	Please share with us some of your experiences and thoughts about the education profession. Please respond to each item in the space provided. Brief, concise answers are encouraged.
	What do you want to accomplish as a teacher?
	List the characteristics that make you a special teacher.
	Describe the most significant event in your teaching career to date.
	How do you decide what to teach in your class?
	Describe your discipline plan

<b>Personal Reflections on Education</b>	Questions continued
	When you have free time, what do you enjoy doing most?
	Describe how you would handle a child who is academically performing poorly.
	How do you incorporate technology into your educational plan?
	How do you respond to the challenge that all teachers are highly paid babysitters?
	Describe the role of the parent in your educational plan.

<b>Applicants Statement</b>	<p>I hereby affirm that the information on this application (and accompanying resume) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I authorize a thorough investigation of my past employment and activities. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, school districts and corporations requesting or supplying such information. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event I am hired. I understand that according to federal law all individual who are hired must, as a condition of employment produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that before final consideration for employment, I must have on file in the Superintendent's Office, placement references and evidence of eligibility for certification. I further understand that before employment can begin, a complete transcript of college credits and courses must be on file in the Superintendent's Office.</p>	
	Signature of Applicant	Date

It is the policy of the Sheffield-Sheffield Lake City Schools Board of Education, that the best qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex or marital status.  
If you need assistance because of any special circumstance, call the personnel office.