



Personnel Office
 711 Wood Street
 Urbana, Ohio 43078
 Phone: (937) 653-1402
 Fax: (937) 652-3845

Urbana City Schools

Teaching Application

PERSONAL DATA

Name _____ Date _____
Last First Middle or Maiden Social Security No. _____

Present Address _____ Home Phone _____
Street Area Code Number

_____ Business Phone _____
City State Zip Area Code Number

Name, address and phone number of a person through whom I may be reached for emergencies:

Name of contact person _____ Phone number _____
Area Code Number

Address of contact person _____
Street City State Zip

TEACHING PREFERENCE AND COMPETENCIES

Level Preferred: (please indicate your 1st, 2nd and 3rd choice of grade levels)
 _____ Elementary (K-6) _____ Middle School (7-8) _____ High School (9-12) _____ Other Specify

Position Preferred: (please include subject and/or grade level)

1st Choice _____

2nd Choice _____

3rd Choice _____

List other subjects you are qualified to teach:

List any activities you are willing to direct, i.e. plays, debate, school clubs, etc. _____

List any sports you are willing to coach, i.e. intramurals, volleyball, football, etc. _____

Please indicate preference(s) for assignment: (check all that apply)
 Regular Substitute Tutor Academic Assistant Summer School Adult Education

I will be available to start teaching: _____
Date

NOTE: Please submit a photocopy of all of your Ohio teaching certificates with this application.

CERTIFICATION

Name of Ohio Teaching Certificates you hold	Date Issued	Date of Expiration	Certificate Number	Subjects or Grades Appearing on Certificates

ACCADEMIC PREPARATION FOR TEACHING

My training is as follows:

Academic Honors _____

Name of Institution and Location	Dates	Degree Earned	Major/ Minor

STUDENT TEACHING

I completed my student teaching experience at:

Name of School City and State	Grades and Subjects Taught	Cooperating Teacher / Phone No.	Dates

TEACHING EXPERIENCE

Include all contracted positions you have held as a certified teacher. List chronologically with most recent positions first.

Name of School / Address (zip code)	Principal's Name / Grades, Subject / Phone No.	Dates	Total Years

You have my permission to contact any of the above mentioned persons. () Yes () No

Are you presently under contract? () Yes () No If yes, to whom _____ School System

Have you been employed under a continuing contract in Ohio? () Yes () No

My continuing contract was granted by _____ on _____ Date School System

Have you ever been discharged or requested to resign from a teaching position? () Yes () No

If so, explain _____

Have you ever been interviewed for a position in the Urbana Schools? () Yes () No

(Do not answer yes if it was a college campus interview.)

If yes please give date. _____

URBANA CITY SCHOOLS

Supplement To Employment Application (To be completed by all job applicants)

Pursuant to Sections 3319.39 and 109.57 of the Revised Code, the Urbana City Board of Education does initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter B.C.I.) for all new employees to verify that no person has been convicted of or pleaded guilty to certain criminal offenses. Your response to the following questions is therefore required:

Have you ever been convicted of or pleaded guilty to, or are you currently charged with, any felony, and any violation of Sections -

2903.01	Aggravated Murder	2907.31	Disseminating matter harmful to juveniles
2903.02	Murder	2907.32	Pandering obscenity
2903.03	Voluntary manslaughter	2907.321	Pandering obscenity involving a minor
2903.04	Involuntary manslaughter	2907.322	Pandering sexually oriented material or performance
2903.11	Felonious assault		
2903.12	Aggravated assault	2907.323	Illegal use of minor in nudity oriented material or performance
2903.13	Assault		
2903.16	Failing to provide for a functional impaired person	29011.01	Aggravated robbery
		2911.02	Robbery
2903.21	Aggravated menacing	2911.11	Aggravated burglary
2903.34	Patient abuse; neglect	2919.12	Unlawful abortion
2905.01	Kidnapped	2919.22	Endangering children
2905.02	Abduction	2919.24	Contributing to unruliness or delinquency of child
2905.04	Child stealing		
2905.05	Child enticement	2919.25	Domestic violence
2907.02	Rape	2923.12	Carrying concealed weapons
2907.03	Sexual battery	2923.13	Having weapons while under disability
2907.04	Corruption of a minor	2923.161	Improperly discharging a firearm at or into a habitation or school
2907.05	Gross sexual imposition		
2907.06	Sexual imposition	2925.02	Corrupting another with drugs
2907.07	Importuning	2925.03	Trafficking in drugs
2907.08	Voyeurism	3716.11	Placing harmful objects or substances in food

of the Ohio Revised Code, any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offence (as defined in R.C. 291.01), drug abuse offence (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offences?

Answer by signing your name at the appropriate answer:

NO _____

YES _____

Read Carefully

Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Urbana City Schools having received the results of the criminal records investigation. In these cases, the Urbana City Schools shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Urbana City Schools having received a report from B.C.I. which is not consistent with my answer to the above question, I specifically agree that the action of the Urbana City School employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract employment.

Date _____

Signed _____