



CERTIFICATED APPLICATION  
BELLEVUE CITY SCHOOLS  
125 NORTH STREET - BELLEVUE, OHIO 44811-8003  
(419) 484-5000 - FAX (419) 483-0723

**APPLICATION PROCEDURES:**

1. Please complete this application and return to:  
Office of the Superintendent, Bellevue City Schools, 125 North Street, Bellevue, OH 44811
2. Please enclose a copy of the following:  
Completed and signed application form.  
Copy of current teaching license/certificate or evidence one is available.  
Up-to-date resume with references  
University placement file and/or transcripts of credits  
Any information or material you feel is relevant to your qualifications for the position
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

**DEMOGRAPHIC INFORMATION**

Name: _____	SS #: _____
Address: _____	Primary Phone: _____
City: _____ State _____ Zip _____	Alternate Phone: _____
Number of months in military? _____	
Have you ever been dismissed or asked to resign from any teaching or other educational positions? Yes ___ No ___	
If yes please explain	
_____	
_____	
<input type="checkbox"/> I acknowledge that certain criminal convictions will disqualify me from employment at a public school district.	
<input type="checkbox"/> I understand that I will have to pass a criminal background check to be employed by Bellevue City Schools.	
Do you have a valid Ohio drivers license? Yes ___ No ___	

**FOR WHAT POSITION ARE YOU APPLYING? PLEASE CHECK BELOW**

Elementary Teacher PK - 5 _____	High School Teacher (Gr. 9 - 12) _____
Middle School Teacher (Gr. 6-8) _____	
Subject Area(s): _____	
Special Education Teacher _____	Special Education Area _____
Administrative _____	Position _____
Reason for leaving last position or for wanting to leave present position:	
_____	
_____	

**EDUCATIONAL PREPARATION**

Name of School and Location	Sem. Hrs.	Degree	Major-Minor
H.S.			
College			
College			
College			
Special			
Special			

**LIST ALL OHIO LICENSES/CERTIFICATES YOU CURRENTLY POSSESS OR FOR WHICH YOU HAVE APPLIED:**

GRADE: K-8, HS, Spec, Etc.	TYPE: (License, Prof, Perm)	Subject Areas	Expires

Have you taken and passed the National Certification Exam? Yes \_\_\_\_ No \_\_\_\_

If yes, when was it taken: \_\_\_\_\_ For what area? \_\_\_\_\_

Are you under contract for next year? Yes \_\_\_\_ No \_\_\_\_

If "yes" is it a: Limited contract? \_\_\_\_\_ Continuing? \_\_\_\_\_ Substitute? \_\_\_\_\_

If "yes", with which district and when does the contract expire? \_\_\_\_\_

If "yes", what is your current base salary? \_\_\_\_\_

Have you ever been given a continuing contract? \_\_\_\_\_ Where? \_\_\_\_\_

List activities you will supervise/coach: \_\_\_\_\_

Write a brief summary of your education philosophy:

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**WORK EXPERIENCE**

Name/Address of School	Dates/ # of Months	Position	Principal/Supervisor

**REFERENCES:** Give the names, addresses, and phone numbers of at least five people who are familiar with your professional ability, personality, character, and scholarship. If you have previous teaching/administration experience, you must include the superintendents and principals with whom you have worked.

Name	Address	Phone Number	Position

Does the board of education or its agents have your permission to contact the above named persons? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the board of education or its agents have your permission to contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**BIOGRAPHICAL SKETCH:** Write a short autobiography in the space below. Include any experience or talent which will, in your estimation, contribute to your success in the position for which you are making application such as: scholastic distinctions, travel, community activities, foreign language skills, musical or artistic talent, athletic achievement, coaching, journalism, dramatics.

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*I certify that the information given in this application is true to the best of my knowledge. I authorize the Bellevue City School District Board of Education and its designee(s) to conduct an appropriate reference check which may include former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquiries. I further certify that I have not been convicted of a felony or sex-related offense, and hereby authorize the Board of Education and its designee(s) to perform such background investigations as required by law. The fee for the background investigation is to be paid by the applicant who is the finalist for the position. This policy also applies to all persons added to substitute lists. Failure to comply will result in the disqualification of the applicant for employment consideration.*

*I understand and agree that if I am employed prior to the receipt of the BCI report and verification of my work experience, my continued employment will be contingent upon: 1) satisfactory work experience as verified by contacts with my former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employee criminal records and disclosures of criminal convictions.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

*I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

**FOR OFFICE USE ONLY**

Date/Time Receipt of Application	Date of Interview	Interviewed By	Date of Employment

***The Bellevue City Schools is an Equal Opportunity Employer. The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in its educational programs, activities, and employment practices.***