

# Pickaway-Ross Joint Vocational School District

895 Crouse Chapel Road, Chillicothe, Ohio 45601

Telephone: 740/642-1200 or 740/474-3331

Fax: 740/642-1399

For Office Use Only

Last Name

First Name

Middle Name

## An Equal Opportunity Employer

It is the policy of the Pickaway-Ross JVSD to provide equal opportunity in all its operations and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the

grounds of age, race, color, sex, national origin, or disability. The Pickaway-Ross JVSD also wishes to go on record as endorsing The Tenets of Section 504 of The Rehabilitation Act of 1973 and PL-94-432, Section 503.

I.

Name		Social Security No.	
Street Address			
City	State	Zip Code	Telephone

II.

Check below the position(s) for which you wish to be considered:

<b>Administration</b>	<input type="checkbox"/> Superintendent	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
	<input type="checkbox"/> Director	Program/Subject _____	
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
	<input type="checkbox"/> Coordinator	Specialty Area _____	
<b>Guidance</b>	<input type="checkbox"/> Counselor	<b>Cafeteria</b>	
<b>Teacher</b>	<input type="checkbox"/> Vocational Teacher _____	<input type="checkbox"/> Manager	<input type="checkbox"/> Treasurer
	Program Area _____	<input type="checkbox"/> Cook	<input type="checkbox"/> Treas. Assistant
<input type="checkbox"/> Academic Teacher _____	Subject _____	<input type="checkbox"/> Cashier	<input type="checkbox"/> Administrative Secretary
<input type="checkbox"/> Substitite	<input type="checkbox"/> Teacher Aide	<input type="checkbox"/> Aide	<input type="checkbox"/> Clerk-Typist
		<input type="checkbox"/> Substitite	<input type="checkbox"/> Substitite
		<b>Custodial</b>	
		<input type="checkbox"/> Foreman	<input type="checkbox"/> Maintenance Worker
		<input type="checkbox"/> Custodian	<input type="checkbox"/> Substitite
		<input type="checkbox"/> Part-time	<input type="checkbox"/> Other _____

**III. Education**

School	Circle Highest Year	Name of School and Location Completed	Majors	Minors	Total Quarter Hours Credit*	Certificate, Diploma, or Degree(s) Earned
High	1 2 3 4					
Vocational	1 2 3					
Technical	1 2 3					
College	1 2 3 4 5					
College	1 2 3 4					
Other						
Other						

*Express college credits in quarter hours. A "quarter" hour equals 2/3 of a "semester" hour.*

**IV. Educational Employment Experience (List most recent first)**

Dates Employed	Name of School or Institution	Address of School	Position Held or Subject Taught	Immediate Supervisor	Telephone Number
From: Mo/Yr					
To: Mo/Yr					



### VII. Additional Information

1. Have you ever served in the active military service?  Yes  No  
Number of years served \_\_\_\_\_
2. Are you a U.S. Citizen?  Yes  No
3. Have you ever been convicted or are you presently under indictment for an offense against the law?  Yes  No  
If yes, state the date of such offenses, charge(s), place of occurrence, court involved, and action taken: \_\_\_\_\_
4. Have you ever been dismissed or not re-employed?  Yes  No  
If so, with whom and why? \_\_\_\_\_
5. Are you currently under contract?  Yes  No  
If presently employed, why do you wish to make a change? \_\_\_\_\_
6. What is your present salary? \_\_\_\_\_  
Expected salary? \_\_\_\_\_

### VIII. Certification Information

1. Are you currently certified in Ohio?  Yes  No  
Type \_\_\_\_\_ Grade \_\_\_\_\_ Class \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Vocational/Secondary \_\_\_\_\_  
 Academic/Secondary \_\_\_\_\_  
 Vocational/Adult \_\_\_\_\_  
 Administrative \_\_\_\_\_  
 Teaching \_\_\_\_\_  
 Other \_\_\_\_\_
2. Do you currently possess certifications in another state?  Yes  No  
State \_\_\_\_\_
3. Have you ever had a teaching certificate revoked?  Yes  No
4. If a full-time position does not materialize, are you interested in a substitute position?  Yes  No
5. If hired, are you willing to assist our district as a youth activity advisor?  Yes  No

### IX.

I **acknowledge** being informed that, as a precondition to employment, in the position for which I am applying, I must in accordance with Ohio law submit to fingerprinting, and satisfactorily pass a criminal records check, if I come **Under Final Consideration** for employment.

I **authorize** investigation of all matters contained in my application for employment; certify that all statements made by me on the PR.JVSD employment application are true and accurate to the best of my knowledge; and I further recognize that, should the employer discover that I have falsified any such information, I will not be hired or, if already hired, will be subject to termination from employment on that ground.

I **authorize** all persons, schools, companies, corporations, former employers, and law enforcement agencies to supply any lawful information concerning my background and release them from all liability and responsibility arising from their doing so.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Interview Record

Date Interviewer(s) \_\_\_\_\_  
Reference questions on \_\_\_\_\_  
Position Offered  Yes  No  
Effective Date of Employment \_\_\_\_\_

### Return Application to:

Office of Superintendent  
Pickaway-Ross Career & Technology Center  
895 Crouse Chapel Road  
Chillicothe, Ohio 45601

Pickaway-Ross Joint Vocational School District  
895 Crouse Chapel Road, Chillicothe, OH 45601-9010

*To Candidate:* Please complete top section, distribute to all references as listed on application and have this form returned directly to Pickaway-Ross JVSD.

**Applicant Reference**  
*Confidential Report on Candidate*

I, \_\_\_\_\_, am making application for the position of \_\_\_\_\_ with the Pickaway-Ross Joint Vocational School District. It will be appreciated if you will give a candid appraisal of my abilities. I agree this information should remain confidential and request that you send your response directly to the Superintendent as designated below. Thank you for your cooperation.

Please check appropriate rating.

\_\_\_\_\_  
Signature of Candidate

	Outstanding	Very Satisfactory	Average	Below Average	Poor	No Basis For Rating
Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact and Diplomacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-control and Poise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation and Helpfulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral and Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computational Ability and Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-making Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing in the Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative, Enthusiasm for Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty to Cause and Official Duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have known the candidate from \_\_\_\_\_ to \_\_\_\_\_. His/Her official position was/is \_\_\_\_\_. My official relationship with the candidate was/is \_\_\_\_\_.

*I would unhesitatingly employ the candidate for the stated position.* \_\_\_\_\_ Yes \_\_\_\_\_ No

Name \_\_\_\_\_ Official Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Use back of form for any additional comments.

Please return this form **directly** to: Dennis Franks, Superintendent, Pickaway-Ross Career & Technology Center, 895 Crouse Chapel Road, Chillicothe, Ohio 45601