



PROFESSIONAL LICENSE APPLICATION  
 EDISON LOCAL SCHOOLS  
 140 S. MAIN STREET  
 MILAN, OH. 44846  
 MAIN-419-499-3000 FAX-419-499-4859

**APPLICATION PROCEDURES:**

1. Please complete this application and return to:  
 Office of the Superintendent, Edison Local Schools, 140 S. Main Street, Milan, OH. 44846
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 transcripts
3. Qualified applicants will be contacted directly by the hiring supervisor to schedule an interview.

**DEMOGRAPHIC INFORMATION**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Military Experience- Yes \_\_\_\_\_ No \_\_\_\_\_ Years \_\_\_\_\_ Branch of Service: \_\_\_\_\_  
 Have you ever been dismissed or asked to resign from any teaching or other educational positions? \_\_\_ Yes \_\_\_ No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 I acknowledge that certain criminal convictions will disqualify me from employment at a public school district.  
 I understand that I will need to pass a criminal background check to be employed by Edison Local Schools.  
 Do you have a valid Ohio drivers license? \_\_\_ Yes \_\_\_ No

What position are you applying for: \_\_\_\_\_  
 Reason for leaving present position: \_\_\_\_\_

**EDUCATIONAL PREPARATION**

Name of School & Location	Sem. Hrs.	Degree	Major-Minor
H.S.			
College			
College			
College			
Other			
Other			



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**LIST ALL OHIO LICENSE/CERTIFICATIONS THAT YOU CURRENTLY HOLD OR ARE OBTAINING:**

GRADE: K-8, H.S., Spec, Etc...	TYPE: (License, Prof., Perm)	Subject Areas	Expiration

When will you be available for employment? \_\_\_\_\_

Are you currently under contract with another district? \_\_\_\_\_

Have you ever taught under a continuing contract in Ohio? \_\_\_\_\_

If so, indicate the district and date contract was issued: \_\_\_\_\_

List any activities/sports you are interested in supervising: \_\_\_\_\_

**Write a brief summary of your education philosophy:**

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**WORK EXPERIENCE**

Institution/Location	Dates	Position	Principal/Supervisor



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**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 \_\_\_

*I certify that the information given in this application is true to the best of my knowledge. I authorize the Edison Local 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. Any omissions or incorrect information may be considered as misrepresentation and jeopardize employment.*

\_\_\_\_\_ Date

\_\_\_\_\_ Applicants Signature

**FOR OFFICE USE ONLY**

Application received: \_\_\_\_\_

Authorized Experience: \_\_\_\_\_

Interview Scheduled: \_\_\_\_\_

Transcripts Received: \_\_\_\_\_

Hire Date: \_\_\_\_\_ BOE Date: \_\_\_\_\_

Credentials Received: \_\_\_\_\_

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

Background Checks: \_\_\_\_\_

Edison Local School District is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.