



RIDGEMONT LOCAL SCHOOLS  
560 WEST TAYLOR STREET  
MT. VICTORY, OHIO 43340



## ADMINISTRATOR'S APPLICATION

RETURN TO: Ridgemont Local Schools  
560 West Taylor Street, Mt. Victory OH 43340

Telephone: 937-354-2141  
Fax: 937-354-2194

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Date of Application: \_\_\_\_\_ Date Available: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Telephone: Home/Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ School/Work \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Administrative Position Applying For: \_\_\_\_\_

Expected Salary and Benefits: \_\_\_\_\_

**Certification:** Please list all valid Ohio certificates that you currently hold. Include photocopies of all certificates with this application.

**Educational Background:** Please list the high school, colleges, and universities that you have attended along with degree earned.

**High School, Colleges, Universities Attended**

**Degree Earned**

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Current Degree: \_\_\_\_\_

Total Hours \_\_\_\_\_

**Administrative Experience:** Please list in reverse chronological order, the district and the facts pertaining to each for which you have served in an administrative position.

School District Name	Position	# of Years	Date From	Date To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total years of full time administrative experience:** \_\_\_\_\_

**Full Time Teaching Experience:** (120 plus days, list in reverse chronological order)

School District Name	Grade/Subject	Years	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Work Experience Other Than Public Education:** Please list non-teaching work experiences which have helped to develop your all around people skills.

**References:** Please list below names of professional references and community people, who have first-hand knowledge of your professional work, character, personality, and scholarship.

Name	Address	Phone	Title
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Community and Professional Organizations:** Please list community and professional organizations in which you actively participate, in either your hometown or school community.

**Questions:**

1. What are your competencies, skills, and strengths that you feel qualify you for this position?
2. Describe your views on the relationship between school and community.
3. Briefly explain your education philosophy.
4. How would you use district test data?
5. What do you believe student engagement is and what could it look like?
6. Why do you want to work for the Ridgemont School District?

**Contract Status:** Please give a brief explanation of your current contract status.

Current district/company: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Contract type: \_\_\_\_\_

**Contract:** Have you ever had a teaching or administrative contract non-renewed in Ohio or another state for any reason?    Yes    No    If yes, please explain.

**Ethical Standards:** Have you ever been reported to the Ohio Department of Education's Office of Professional Conduct?  
Yes    No    If yes, please explain.

Have you experienced any problems with your conduct or misconduct or allegations of either that have brought your character into issue outside or inside of school/work?    Yes    No    If yes, please explain.

**Please initial each statement, in the box provided, indicating you have read and understand them.**

\*Any applicant with a criminal history of a felony, offenses of violence, theft, or certain misdemeanors will be disqualified from employment. ☐ Initial

\*Any applicant with a criminal history which violates board policy 3121, 4121, or 8142 will be disqualified from employment. ☐ Initial

\*Offer of employment will be contingent on the results of a criminal background check. ☐ Initial

\* Records Check: The Ridgemont School system routinely completes a record check on new employees and your initials are needed to indicate that you grant permission for the district to complete a police/BCI/FBI records check if you are placed in final consideration for this position. ☐ Initial

I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. 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. Furthermore, any person making a false statement in this application is guilty of falsification, under section 2921.13 of the Revised Code, which is a first degree misdemeanor.

## Request For A Criminal History Record Check

The District is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment. An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. I am be deemed ineligible to work for the District based on the results of my background check and immediately released from employment as a result.

I hereby agree to provide such a records check to the district and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and any additional fees associated with an FBI check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Certification of Applicant:

I hereby authorize the Ridgemont Local Schools to obtain from my employers all data needed to support this application. I hereby authorize the Ridgemont Local Schools to obtain from the references listed any information needed to support his application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Ridgemont Local Schools is an equal opportunity employer.*

*Ridgemont Schools does not discriminate based on sex, age, handicap, race, religion, color, or creed.*

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### Documents to be returned with application:

1. Cover Letter
2. Completed District Application
3. Current Resume
4. Copy of Certificate(s)
5. Unofficial Copies of Transcripts
6. BCI/FBI Fingerprint Results (within 365 days)

**\*Application is not complete and will not be reviewed without each of the items.**