

**Columbiana County Career and Technical Center  
9364 State Route 45  
Lisbon, OH 44432  
330-424-9561**

**PRELIMINARY APPLICATION  
FOR  
EMPLOYMENT**



Name \_\_\_\_\_

Date \_\_\_\_\_

**COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER**  
**9364 STATE ROUTE 45**  
**LISBON, OH 44432**  
**330-424-9561**



1. Please complete this application and return to:  

*Willard C. Adkins, Superintendent*  
*Columbiana County Career and Technical Center*  
*9364 State Route 45*  
*Lisbon, OH 44432*
  
2. Please enclose a copy of the following (if applicable):
  - a. Your teaching certificate(s) or letter from your Dean confirming your certification areas.
  - b. An official transcript.
  - c. Your credentials that include at least three letters of reference.
  - d. Resume and lists of references.
  
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			
Last	First	Middle	
Address _____			
City _____	State _____	Zip _____	Phone _____
Social Security Number (to verify certification) _____			

**For what position are you applying? Please check below:**

High School Teacher (9-12) _____	Subject Area _____
Administrative _____	Position _____
Classified _____	Adult Education _____

**Certification Area(s):** (if applicable, please list certificates you presently have or those you anticipate receiving as a result of completion of studies)

Type	Areas	Grade Levels
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Education** (if you have not yet graduated, please list degree and date anticipated)

	School/Location	Major/Minor	Degree
High School Attended	_____	_____	_____
Colleges and Universities	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**Teaching/Administrative Experience** (include student teaching experience if you have less than three year teaching experience)

Dates	School	Address	Position/Subjects
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Other employment experience**

Dates	Employer	Address	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Professional Involvement**

Organization	Involvement (conferences, articles, leadership positions please include dates)
_____	_____
_____	_____
_____	_____
_____	_____

Are you involved in any organization outside your profession? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, have you held or do you hold any leadership position? \_\_\_\_\_ yes \_\_\_\_\_ no

**References (including current employer)**

Name	Position	Address and phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**May we contact the above listed references? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ Date \_\_\_\_\_ Initials**

**It is understood and agreed the Columbiana County Career and Technical Center Board of Education may contact former employer(s) for verification of my employment history and performance record and the Ohio Bureau of Criminal Identification and Investigation (BCI)/Federal Bureau of Investigation (FBI) for a background check and I hereby consent to such inquiries.**

**I understand that if I am employed prior to the receipt of the BCI/FBI reports and verification of my work experience and performance record, my continued employment will be conditioned upon: 1) satisfactory work experience as verified by the contacts with 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 disclosure of criminal convictions listed in category OTHER.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**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 removed from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment will 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.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Employment and educational opportunities are offered without regard to race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX, AND SECTION 504. The coordinator, Curt Kaiser, has offices located at the Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432, telephone (330) 424-9561 extension 117.