



Oakstone Academy Employment Application

939 South State Street
Westerville, OH 43081
(614) 865-0400

AN EQUAL
OPPORTUNITY
EMPLOYER

OFFICE USE ONLY	LICENSE	INTERVIEW
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PLEASE TYPE OR PRINT FIRST TWO PAGES

PERSONAL

NAME	LAST	FIRST	MIDDLE	SOCIAL SECURITY NO.	
ADDRESS	STREET			PHONE	
	CITY	STATE	ZIP	OTHER PH.	

TO ASSIST US IN CONTACTING YOU, please list contact information of one or more persons through whom you may be reached at any time.

NAME	LAST	FIRST	MIDDLE	RELATIONSHIP	
ADDRESS	STREET			PHONE	
	CITY	STATE	ZIP	OTHER PH.	

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ADDRESS	STREET			PHONE	
	CITY	STATE	ZIP	OTHER PH.	

POSITION PREFERENCE

I AM APPLYING FOR THE POSITION OF:
Teaching field or Area(s) of Licensure (i.e.: Early Childhood or Social Studies)

PLEASE CONSIDER THIS APPLICATION FOR:

	GRADE LEVEL OR SUBJECT PREFERENCES:		
	Elementary (Grades K-5)	Middle Grades (Grades 6-8)	High School (Grades 9-12)
<input type="checkbox"/> REGULAR	1ST CHOICE	1ST CHOICE	1ST CHOICE
<input type="checkbox"/> AND/OR SUBSTITUTE	2ND CHOICE	2ND CHOICE	2ND CHOICE
<input type="checkbox"/> AND/OR TUTOR			

I WOULD BE WILLING TO DIRECT OR ASSIST WITH THE FOLLOWING EXTRA CURRICULAR AREAS:

CERTIFICATION

NOTE: PLEASE SUBMIT A PHOTOCOPY OF ALL YOUR OHIO TEACHING LICENSES. Out-of-state applicants MUST be Ohio licensed.

TYPE OF LICENSE	DATE ISSUED	EXPIRATION DATE	LICENSE NUMBER	AREAS, SUBJECTS OR GRADE LEVEL ON LICENSE

I AM CURRENTLY A STUDENT AND EXPECT TO BE LICENSED BY (MONTH/YEAR)

I HAVE TAKEN NECESSARY LICENSING/PRAXIS EXAMS

MY LICENSE(S) ARE NOT ENCLOSED BECAUSE

ACADEMIC & PROFESSIONAL TRAINING	HIGH SCHOOL(S), COLLEGE/UNIVERSITIES ATTENDED ALSO LIST LOCATION - CITY/STATE	DEGREE	MAJOR	MINOR

I CURRENTLY HAVE, OR EXPECT TO HAVE UPON GRADUATION: SEMESTER HOURS (OR) QTR. HOURS OF UNIVERSITY CREDIT

MILITARY EXPERIENCE

YEARS BRANCH OF SERVICE

LANGUAGE

WHAT LANGUAGES DO YOU SPEAK FLUENTLY?

	SPEAK	READ	WRITE
SPANISH			
SOMALI			
JAPANESE			
ARABIC			
OTHER (SPECIFY)			

STUDENT TEACHING EXPERIENCE	SCHOOL/LOCATION	SUPERVISING TEACHER	PHONE	SUBJECT/GRADE	DATES

PROFESSIONAL EXPERIENCE	NO. YEARS	DATES FROM/TO	ASSIGNMENT	NAME OF SCHOOL/ ADDRESS	PRINCIPAL'S NAME	PHONE

TOTAL YEARS EXPERIENCE (120 DAYS CONSTITUTES A FULL YEAR OF TEACHING EXPERIENCE)

YOU HAVE MY PERMMISSION TO CONTACT ANY OF THE ABOVE PERSONS. (CIRCLE ONE) YES NO

ARE YOU PRESENTLY UNDER CONTRACT TO ANOTHER SCHOOL DISTRICT? (CIRCLE ONE) YES NO

IF YES, WHY DO YOU DESIRE A CHANGE?

HAVE YOU EVER BEEN DISMISSED OR NOT RE-EMPLOYED AS A TEACHER? (CIRCLE ONE) YES NO

IF YES, PLEASE EXPLAIN

I HAVE / HAVE NOT (CIRCLE ONE) BEEN EMPLOYED UNDER A CONTINUING CONTRACT/TENURE IN OHIO.

CONTINUING CONTRACT/TENURE WAS GRANTED BY: SCHOOL DISTRICT DATE

ARE YOU A NATIONAL BOARD CERTIFIED TEACHER? (CIRCLE ONE) YES NO IF YES, EXPIRATION DATE:

OTHER WORK EXPERIENCE

OTHER WORK EXPERIENCES WHICH I BELIEVE HAVE BEEN VALUABLE TO MY CAREER:

[Empty box for other work experiences]

Have you ever been convicted of, pleaded guilty to, pleaded "no contest" to, or forfeited bail with respect to any of the following: a) a felony; b) a misdemeanor that would be a felony on the second offense; c) any sex offense; d) any offense of violence; e) any theft offense; or f) any drug offense?

YES NO

IF YES, PLEASE EXPLAIN NATURE AND DATE(S) OF OCCURRENCE(S):

[Empty box for explanation of conviction]

Are there any reasons why you would not be able to perform any of the essential functions of the job for which you are applying?

YES NO

IF YES, PLEASE EXPLAIN WORK LIMITATIONS

[Empty box for explanation of work limitations]

Information given on this application is true and accurate to the best of my knowledge. I agree to notify the Oakstone Administration or the Oakstone Human Resources Department within 14 days if I have been formally charged with, convicted of, or plead guilty to, any disqualifying offense. I understand that falsification of this information shall be grounds for non-consideration and/or immediate dismissal.

X

Signature of Applicant

Date

IT IS THE POLICY OF THE OAKSTONE ACADEMY SCHOOL BOARD OF EDUCATION THAT THE BEST QUALIFIED APPLICANT SHALL BE SELECTED FOR EACH POSITION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, HANDICAP, OR MARITAL STATUS.

This optional information is needed to comply with Equal Opportunity Employment and Affirmative Action regulations.

Caucasian Hispanic Other: _____
 African-American Asian/Pacific Islander Decline to Answer

This section is designed to provide you with an opportunity to share some of your thoughts about teaching. Please respond in the space provided. Brief, candid responses are encouraged.

1. What do you want to accomplish as a teacher?

[Empty box for response to question 1]

2. How will (do) you go about finding out about students' particular needs and learning styles?

[Empty box for response to question 2]

3. An experienced teacher offers you the following advice: "when you are teaching be sure to command the respect of your students immediately and all will go well." How do you feel about this?

4. A parent comes to you and tells you that their child's needs are not being met in their classroom. How would you respond?

5. What needs and/or expectations do you have of the school administration?

6. Who is responsible for daily classroom discipline?

7. How do you go about finding a student's strengths?

8. Do you like to teach with an overall plan in mind for the year, or would you rather just teach some interesting things and let the process determine the results? Explain your position.

9. You recognize a child is doing poorly in your class. What steps will you take for that student to improve?



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Thank you for your interest in Oakstone Academy. **PLEASE** follow these directions.

- 1 Oakstone Academy accepts applications year-round. Your application will be retained in our files and kept active one full calendar year. You may update your application with a new resume once during the next calendar year preferably between January and May. Applications on file 2 years should be replaced with a new application.
- 2 Please submit **ONLY** the following documents with this application. Please do **NOT** send separately:
 - Certificate / license photocopy
 - Transcript photocopy (do not send "official" transcripts)
 - Resume (one page preferred)
 - Praxis or NTE exam results if applying for a teaching position

If you choose to submit a cover letter, it may be directed to **Wes Kremer, Human Resources Director**. You must include a self-addressed stamped postcard if you wish to have confirmation that your application was received.

Do not send fingerprint/background check, photographs, TB test results, credentials, evaluations, video/cassette tapes and multi-pages of information. Submitting concise information will be to your advantage.

When mailing your application, be sure to add enough postage.

- 3 Current students please note: We understand that you will be unable to submit copies of your teaching license and in some cases, your transcript. Lack of these documents will not prevent your application from being considered. If you are called for an interview, you may bring license and transcripts with you to the interview. Please do not ask your college/university to mail credentials.

Use your permanent home address and phone number on the application. You may include your college/university address, but please make a note of the dates this address will be in effect. Most calls for interviews are made during the summer. Be sure to give us names of people who can help us contact you at all times.

- 4 Additional letters, postcards and phone calls to our office and school principals will not enhance your chances of being interviewed. You may call the office of Human Resources to inform us of changes in name, address and phone number.
- 5 Save this instruction sheet for your reference; please do not return this with your application.

Substituting: You may want to consider substituting as an alternative. Your application will not automatically place you on the substitute list. After August 1, you may telephone the Human Resources office to indicate your interest. At that time we will place your name on an interest list. If selected, you will be notified to come in for a meeting and provide other information prior to being placed on the substitute list.

OA is an equal opportunity employer and does not discriminate against any employee, prospective employee / applicant on the basis of race, color, national origin, sex, age, or handicap in respect to hiring, work assignment, compensation and advancement or promotion.

Mail or deliver application to:
Office of Human Resources
Oakstone Academy
5747 Cleveland Avenue
Columbus, Ohio 43231