NORTHWOOD LOCAL SCHOOLS

700 LEMOYNE RD. NORTHWOOD, OH 43619

PHONE: (419) 691-3888 FAX: (419) 697-2470

SCHOOL TREASURER APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

FULL NAME: _____

ADDRESS: _____ CELL PHONE: _____

ARE YOU CURRENTLY UNDER CONTRACT WITH ANOTHER DISTRICT: Yes ☐ No ☐

IF YES, WHEN DOES THAT CONTRACT EXPIRE? _____

CURRENT SALARY: _____ EXPECTED SALARY: _____

TYPE OF LICENSURE: _____

DATE ISSUED: _____ EXPIRATION DATE: _____

EDUCATION BACKGROUND

SCHOOLS	NAME & LOCATION OF SCHOOL	DATES ATTENDED:	MAJOR/ MINOR	SEMESTER HOURS
COLLEGE		FROM: TO:		
COLLEGE		FROM: TO:		
COLLEGE		FROM: TO:		
HIGH SCHOOL		[redacted]		
OTHER				

EMPLOYMENT HISTORY

COMPANY/ DISTRICT NAME	DATES FROM/TO	ASSIGNMENT	NAME OF SUPERVISOR	ADDRESS & TELEPHONE	REASON FOR LEAVING

OTHER WORK EXPERIENCE & ACHIEVEMENTS VALUABLE TO YOUR CAREER:

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

CIVIC & COMMUNITY AFFILIATIONS:

REFERENCES

NAME	TYPE OF ACQUAINTANCE	PHONE NUMBER	EMAIL ADDRESS

DO WE HAVE PERMISSION TO CONTACT THE ABOVE-NAMED INDIVIDUALS? Yes ☐ No ☐

WHY ARE YOU INTERESTED IN THIS POSITION?

PLEASE DESCRIBE YOUR APPROACH TO FISCAL POLICY & FINANCIAL MANAGEMENT:

EMPLOYMENT HISTORY INQUIRIES

Have you ever been suspended, terminated, or nonrenewed from a position of employment? **Yes** ☐ **No** ☐

If yes, explain: _____

_____

Have you ever been asked to resign from a position of employment? **Yes** ☐ **No** ☐

If yes, explain: _____

_____

Have you ever had a certificate/license suspended, revoked, or otherwise been disciplined by a licensing agency? **Yes** ☐ **No** ☐

If yes, explain: _____

_____

Are you currently under investigation by, or do you have a current complaint pending with, the Ohio Department of Education and Workforce, Office of Professional Conduct? **Yes** ☐ **No** ☐

If yes, explain: _____

_____

A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:

1. **Receipt of completed and signed application form.**
2. **Receipt of current resume.**
3. **Receipt of a copy of current Ohio Licensure or evidence that one is obtainable.**
4. **Receipt of a cover letter.**
5. **At least 3 letters of reccomendation.**
6. **Any additional information you would like to include.**

SEND ALL INFORMATION TO:

Mark North, Wood County ESC Superintendent
1867 N. Research Dr. Bowling Green, OH 43402
mnorth@wcesc.org 419-354-9010 ext. 130

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSICFICATION UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

I certify the information provided in this application for employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of emloyment does not create a contractual obligation upon the employer to continue to employ me in the future.

Disclosure of Investigative Consumer Reports:

In making this application for employment, it is understood that an investigation may be made whereby information is obtained from others with whom you are associated or aquatinted. This inquiry includes, as appropriate, information as to your general reputation and characteristics.

_____ _____

Signature **Date**

The Board of Education does not discrimate on the basis of race, color, national orgin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activites, including employment opportunities.

NORTHWOOD LOCAL SCHOOLS
PRE-EMPLOYMENT REQUIREMENTS

I have been advised, and understand that:

1. **The background information supplied by an applicant for a position will be checked by the Northwood Board of Education to assure the accuracy of the data furnished and the past performance record of the candidate. All persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification documentation upon hire.**

2. **I authorize the Northwood Board of Education to make such investigations and inquiries of my personal, employment and related matters as may be necessary in arriving at its employment decision. I hereby release current and past employers, schools or persons from liability in responding to inquiries in connection with my application for employment.**

3. **I understand that as a precondition to employment in the position for which I am applying I must provide a set of fingerprints and satisfactorily pass a criminal record check if I come under final consideration for employment. (A certified copy of a BCII/FBI background check performed within the last year would also be acceptable.)**

4. **I understand that any offer of employment is conditional upon the Northwood Board of Education receiving a satisfactory record check from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. I understand that, if the result of the criminal record check is not satisfactory to the Northwood Board of Education, the Board may choose or be required not to employ me or to release me from any conditional contract of employment.**

5. **I certify that all the information that I have provided to the Northwood Board of Education is complete and accurate and is submitted with the intent that the Board of Education will rely on this information in making its employment decisions. I understand 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.**

6. **This application is valid one year from the date of the BCII/FBI record check. Consideration after this time period will once again require the applicant to complete all pre-employment requirements.**

READ CAREFULLY

By signing this document, I specifically agree that if I am employed by the Northwood Local School District prior to its receipt of a response from the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation, my employment shall be contingent upon subsequent receipt by the Northwood Local School District of a satisfactory report from BCII and FBI. I specifically agree that the action of the Northwood Local School District employing me shall be void without any further action by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

_____

Applicant's Signature

_____

Print Full Name

_____

Date

Revised 11/2026