



**Federal Hocking School District**  
"Small Schools, Big Futures"

8461 State Route 144, Stewart, OH 45778  
740-662-6691 (Phone) \* 740-662-5065 (Fax)  
www.fedhock.com

**Licensure/Certification Application Packet**

*Superintendent*  
**David Hanning**

*Treasurer*  
**Bruce Steenrod**

*Assistant Superintendent*  
**Jonathan Amlin**

Thank you for your interest in applying as a teacher with Federal Hocking Local Schools.

To complete your application, you will need to supply the following information:

- A copy of your current Teaching License. If you currently do not have one, you must go online to [education.ohio.gov](http://education.ohio.gov) (ODE website), sign in to your SAFE account or create one and apply for your License using the IRN 045914 as the school district number.
- Original transcripts from your school stating that you received your Bachelor's Degree. It must be copied front AND back and uploaded to your SAFE account. We will need a copy of these transcripts also. (Original Transcripts are required if you are employed as a full time teacher with FHS).
- Background check from the Ohio Bureau of Criminal and Investigation (BCI) and the Federal Bureau of Investigation (FBI). This must be a new set of results and the code for the BCI is 3319.39B3 and FBI is 3319.39. A copy MUST be sent to the Ohio Department of Education/Teacher Licensure Department AND Federal Hocking Schools (address above). Please know that no one will be employed in the district for any position without proof of a BCI and FBI fingerprint. You can have your fingerprints processed at the following locations:
  - Athens-Meigs Educational Service Center (Former Chauncey Elementary School)  
21 Birge Drive, Chauncey, OH 45719 740-797-0064. Cash, Check or Money Order only, Monday-Friday, 8 am-4:30 pm)  
Cost: BCI = \$30.00 FBI = \$35.00 BOTH = \$65.00.
  - Ohio Department of BMV, License Bureau, 1002 E. State St., Suite 21, Athens, OH 45701 (740) 592-4667  
Cost: BCI = \$32.00 FBI = \$34.00 BOTH = \$66.00
  - Ohio University Bobcat Depot, 1 Park Place Baker Center Room 112, Athens, OH 45701 (740) 597-3376  
Cost: BCI = \$28.00 FBI = \$30.00 BOTH = \$58.00
- Complete all paperwork with Carl Perry in payroll regarding insurance, direct deposit etc.



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Certified Application

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## HOW TO LOGIN TO OH | ID

Please see directions below or click on the [“How to: Log In to OH | ID”](#) infographic.

1. Go to [education.ohio.gov](http://education.ohio.gov) and click the **“Login”** link at the top of the [education.ohio.gov](http://education.ohio.gov) homepage.
2. Click on the **“All Other Users”** button.
3. Enter your OH | ID username, password and click the **“Log In”** button.

If you don’t have an OH | ID account, please see [“How to Create a New OH | ID Account”](#) below.

Note: Attempting to log in with SAFE credentials will not work. An OH | ID account must be created first and matched to your existing Department of Education profile.

## HOW TO CREATE A NEW OH | ID ACCOUNT AND DEPARTMENT OF EDUCATION PROFILE

1. Go to [education.ohio.gov](http://education.ohio.gov) and click on the **“Log In”** link at the top of the [education.ohio.gov](http://education.ohio.gov) Homepage.
2. Click on the **“All Other Users”** button.
3. Click on the **“Create a New Account”** link located on the left-hand side of the page.
4. Use these [step-by-step instructions](#) for creating an OH | ID Account and Department of Education Profile.

## HOW TO ACCESS EDUCATION APPLICATIONS

Please use these step-by-step instructions for setting up and launching applications via OH | ID.

## HOW TO CHANGE AN OH | ID PASSWORD

Please see directions below or use these step-by-step instructions on how to change an OH | ID password.

1. Go to [education.ohio.gov](http://education.ohio.gov) and click on the **“Log In”** link at the top of the [education.ohio.gov](http://education.ohio.gov) homepage.
2. Click on the **“All Other Users”** button.
3. Click on the **“Forgot Username or Password?”** link located below the **“Log In”** button.
4. Follow the portal instructions, which will guide you through OH | ID’s self-service password recovery process.

## HOW TO UPDATE YOUR SECURITY OPTIONS IN OH | ID

Please use [these step-by-step](#) instructions to set up or update your security options via OH | ID.

## ADDITIONAL PROBLEMS ACCESING OH | ID

1. Go to [education.ohio.gov](http://education.ohio.gov) and click on the **“Log In”** link at the top of the [education.ohio.gov](http://education.ohio.gov) homepage.
2. Click on the **“All Other Users”** button.
3. Click on the **“Problems Logging In?”** link located below the **“Log In”** button.
4. Select a help option.



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Please use your full LEGAL name.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Teacher (Subject and/or Grade Level), Paraprofessional, or Pupil Activity

**Ohio Licensure/Certification**

Type	Number	Area	Date Issued	Date Expires
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Number of years of public school administrative experience: \_\_\_\_\_

Number of years of public school teaching experience: \_\_\_\_\_

Have you ever held a continuing contract in Ohio? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country  
because of your Visa or Immigration Status: \_\_\_\_\_

*(Proof of citizenship or immigration status will be required upon employment)*

**PROFESSIONAL/PERSONAL REFERENCES**

*Please list the name, position, phone, and address of references. No family members.*

**Two persons for whom you have worked:**

Name	Title	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____

**Two Persons with whom you have worked:**

Name	Title	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____

**Two Personal references:**

Name	Title	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____

**Briefly describe the experiences, interests, and qualifications that you possess in the following areas:**

**Curriculum Development:**

**Student Discipline:**

**Home-School Relations:**

**Student Activities and Athletics:**

**Special Education:**

**Describe your instruction style and methods:**

**PLEASE ATTACH A STATEMENT OF YOUR PHILOSOPHY OF EDUCATION**

**ACADEMIC TRAINING: Elementary & High School (Please include name of the school/institution)**

Elementary School: \_\_\_\_\_

High School: \_\_\_\_\_

**ACADEMIC TRAINING: Undergraduate and Graduate College/University**

Name of Institution	Major/Minor	Date(s) Attended	Year of Completion	Honors/Offices/Activities
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**COLLEGE DEGREE INFORMATION**

Bachelor's Degree: \_\_\_\_\_

Master's Degree: \_\_\_\_\_

Hours Earned: \_\_\_\_\_ Semester Hours: \_\_\_\_\_ Quarter Hours: \_\_\_\_\_ Total Hours Earned: \_\_\_\_\_

Other (Please Specify): \_\_\_\_\_

**PROFESSIONAL EXPERIENCE—Begin with most recent position.**

School District	School Name	Supervisor/Title Assignment(s)	Date to/From	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any extracurricular activities that you have advised:

List any extracurricular activity/sport that you have coached:

List any business or civic activities and offices held:

**OTHER WORK EXPERIENCE**—Begin with most recent position.

<b>Name of Employer</b>	<b>Address &amp; Phone Number</b>	<b>Position</b>	<b>Date of Employment</b>	<b>Reason For Leaving</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PLEASE INCLUDE A COPY OF YOUR CURRENT OHIO CERTIFICATION/LICENSE, COLLEGE TRANSCRIPT(S) RESUME, AND BCI/FBI FINGERPRINT VERIFICATION.**

**MILITARY SERVICE**

**Branch:** \_\_\_\_\_ **Years/Months Service:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Describe any job-related training received in the United States Military:**

**Please state any additional information you feel may be helpful to us in considering your application:**

**PLEASE NOTE THAT ALL SCHOOL APPLICANTS MUST PROVIDE BCI AND FBI FINGERPRINT RESULTS. AS A SCHOOL DISTRICT, THE APPLICANT’S CRIMINAL BACKGROUND MUST BE CONSIDERED WHEN MAKING HIRING DECISIONS.**

**APPLICANT’S STATEMENT: I certify that information given herein is true and complete.**

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application/ interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Federal Hocking Local School District.

\_\_\_\_\_  
**(Applicant’s Signature)**

\_\_\_\_\_  
**(Date)**

*The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information, (collectively, “Protected Classes”), or any other legally protected category, in its programs and activities, including employment opportunities.*