

# Knox County Educational Service Center

308 Martinsburg Rd, Mount Vernon, OH 43050 740-393-6767 Fax: 740-393-6812

Dear Applicant:

Thank you for your letter inquiring about a position in the Knox County Schools. At the present time we are uncertain of the vacancies we will have in the coming year. You are most welcome to complete the enclosed application and return it to our office along with a personal resume and copies of your transcripts and teaching certificate.

Please have at least three letters of reference, no more than one from each category, to this office from among the following:

- (A) Cooperating Teacher - Student Teaching
- (B) College Supervisor
- (C) Building Principal
- (D) Superintendent
- (E) Department Chairman
- (F) Fellow Educator

House Bill 190 passed in November, 2007 requires that Educational Service Centers request criminal records checks for all applicants hired for employment. The records checks must include both BCII and FBI records. The cost for the records checks is \$60.00. (The Knox County Educational Service Center offers this service weekdays from 8:00 - 3:00)

We will make your application available to the four local districts of Knox County and should an interview be desired, they will contact you.

Your application file will remain in our office only until the first day of May, 2010, unless you request, in writing, that it remain active for another year.

We are pleased to assist you in obtaining a professional position. Should you have any questions or concerns feel free to contact this office at 740-393-6767

Sincerely,

*Dave Southward*

Dave Southward  
County Superintendent

cc

Enclosures

Centerburg \* Danville \* East Knox \* Fredericktown