

**PLEASE DOWNLOAD THE APPROPRIATE APPLICATION FORM TO COMPLETE AND RETURN TO OUR PERSONNEL OFFICE, 400 EAST WASHINGTON STREET, CHAGRIN FALLS, OHIO 44022.**

**TEACHING/ADMINISTRATION POSITIONS**

Completed applications for teaching/administrative positions should include:

- Cover letter and resume
- Transcript(s) (copies are acceptable with application; originals will be required if you are hired)
- A copy of your valid Ohio teaching license/certificate
- PRAXIS test results
- Three reference letters
- If you are selected for employment by the Chagrin Falls Exempted Village Schools, we will then require:
  - Both Bureau of Criminal Investigation and Identification (**BCI**) and Federal Bureau of Investigation (**FBI**) fingerprint/background check results within the last 12 months

If we have any openings, we will evaluate all candidates who hold the appropriate valid Ohio certificate/license and whose qualifications most closely meet our District's requirements. If we need to schedule an interview with you, we will contact you. We will keep your candidate materials on file for a period of two years.

**CLASSIFIED POSITIONS**

Completed applications for classified positions should include:

- Cover letter and resume
- Three reference letters

Once we receive the items listed above, your application can be considered. If we have any openings we will review application materials and may possibly call you to schedule an interview. If you are selected for employment by the Chagrin Falls Exempted Village Schools, we will then require:

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- Both Bureau of Criminal Investigation and Identification (**BCI**) and Federal Bureau of Investigation (**FBI**) fingerprint/background check results within the last 12 months