

PLACEMENT ASSISTANCE FORM

All schools registered with the State Board shall assist students with job placement after graduation in accordance with Ohio Administrative Rule 3333-1-24. Placement assistance must include elements which exceed steps that the student could initiate on their own. Each school is required to verify the accuracy of its job placement records at anytime when requested.

School Name:		
School Address:		
Name of person responsible for providing placement services (if different from School Director):		
Description of Placement Services Offered (check all that apply):		
<input type="checkbox"/> Job Boards	<input type="checkbox"/> Placement Office	<input type="checkbox"/> Resume Assistance
<input type="checkbox"/> Interviewing Techniques	<input type="checkbox"/> Professional Attire Workshops	
<input type="checkbox"/> Other (please explain):		
NAME OF SCHOOL CONTACT	DATE	

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED! ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE).