

ARCADIA LOCAL SCHOOL DISTRICT

19033 S.R. 12
Arcadia, OH 44804
Telephone: 419-894-6431



Home of the "Redskins"

Employment Application (Non-teaching Staff)

Please Print Legibly

Position Applied For _____ Date of Application _____

Name _____ Social Security # _____

Street Address/City/State/Zip _____

Telephone # _____ E-mail Address _____

How were you referred to us? _____

May we contact you at work? Yes No Work number & best time to call _____

Date available for work _____ Type of employment desired: Full-time Part-time

Are you legally eligible to work? Yes No Do you currently hold a valid drivers license? Yes No

Will you work overtime if required? Yes No Are you on lay-off and subject to recall? Yes No

Have you applied here before? Yes No Do you have relatives currently employed here? Yes No

EDUCATIONAL BACKGROUND

School	Years Completed	Degree/Diploma	GPA/Class Rank	Major

REFERENCES – List 3 Personal references not related to you.

Name/Address/City/Zip	Telephone	Years Known

AFFILIATIONS/AWARDS - List professional, trade, business, or civic associations and any offices held, special accomplishments or awards, and any other information you would like us to consider:

EMPLOYMENT HISTORY – List your employers for the past 10 years, starting with the most recent. Be sure to provide the month and year worked at each job. Explain any gaps in employment in the “Comments” section below.

Present/Last Employer	Telephone	Dates Employed From To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
Prior Employer	Telephone	Dates Employed From To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
Prior Employer	Telephone	Dates Employed From To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
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Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	

Comments (explain any gaps in employment) _____

BACKGROUND INFORMATION

Have you ever been convicted of, or pleaded guilty or no contest, to a felony or a misdemeanor involving any violent act, use or possession of a weapon, sex offense, or act of dishonesty, including any expunged pleas or convictions? (*Conviction of a crime will not automatically result in a denial of employment*)

Yes No If yes, please provide a brief explanation: _____

Have your driving privileges been suspended or revoked for any reason in the last 5 years? Yes No

If so, please explain: _____

Do you currently have a Commercial Drivers License (CDL)? Yes No Bus Driving Experience Yes No

MILITARY SERVICE

Branch: _____ Service Location: _____

Type of Work: _____ Current Status: _____

SKILLS & QUALIFICATIONS

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Typing _____ WPM | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Copier | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Printer | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Macintosh PC | <input type="checkbox"/> Scanner | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Multi Line Phone System | <input type="checkbox"/> Fax | <input type="checkbox"/> Machine Repair |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Bi-lingual in _____ | <input type="checkbox"/> Vehicle Maintenance/Repair | <input type="checkbox"/> Other Skills (list below) |

Other: _____

ACKNOWLEDGEMENT

- > It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from employment at **Arcadia Local School District** if I have been employed.
- > I authorize **Arcadia Local School District** to investigate all references and to secure additional information about me, if job-related.
- > Such investigation may include credit, driving record, criminal background, including inquiries to the Bureau of Criminal Identification and Investigation (BCI), employment and personal references and other background checks with outcomes acceptable to the Arcadia Board of Education and consistent with Ohio law.
- > I hereby release from liability **Arcadia Local School District** and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
- > **Arcadia Local School District** does not discriminate in employment practices and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.
- > This application is current for only 90 days. At the conclusion of this time, if I have not heard from **Arcadia Local School District** and still wish to be considered for employment, it will be necessary to complete a new application.
- > I understand that, if I am employed as a regular (non-substitute) non-teaching employee, the termination or renewal of my employment will be governed by Ohio Revised Code Sections 3319.081, statutes that apply generally to the employment of non-teaching employees in an Ohio local school district.
- > I understand that, if employed, my employment will be subject to and conditioned upon my acceptance of the provisions of Ohio Revised Code Chapter 3309 pertaining to the School Employees Retirement System.
- > I understand it is School policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA or Ohio law.
- > It is also understood that if I am employed prior to the District's receipt of the BCI report and verification of my work experience, my continued employment will be conditioned upon:
 - o satisfactory work experience as verified by contacts with former employers; and
 - o receipt of a report demonstrating that I am in compliance with the Board of Education's rules and regulations regarding applicant/employee criminal records, including the disclosure of criminal conviction(s) in accordance with federal, state and local requirements.

Applicant Signature: _____ Date: _____

Consistent with law, **Arcadia Local School District** has dedicated itself to providing equal employment opportunities and equal education opportunities to all people regardless of race, age, color, national origin, sex, religion, or disability/handicap.