

# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street
(Apt)
City/State
Zip

Alternate Address: \_\_\_\_\_  
Street
City/State
Zip

Contact Information: \_\_\_\_\_  
( )
( )
Home Telephone
Mobile Telephone
Email

*How did you learn about our company?*

**POSITION SOUGHT:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Desired Pay Range:** \_\_\_\_\_ **Are you currently employed?** \_\_\_\_\_  
Hourly or Salary

**EDUCATION**

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
<b>High School</b>			
<b>College or University</b>			
<b>Specialized Training, Trade School, etc...</b>			
<b>Other Education</b>			

**Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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**REFERENCES**

Give below the names of three persons whom you have known at least one year

NAME	ADDRESS	BUSINESS	YEARSACQUAINTED
1.			
2.			
3.			

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**I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.**

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**Date**

**Signature**

REQUEST FOR A CRIMINAL HISTORY RECORD CHECK

\_\_\_\_\_ SCHOOL DISTRICT

\_\_\_\_\_, OHIO \_\_\_\_\_

The District is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment. An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. I may be deemed ineligible to work for the District based on the results of my background check and immediately released from employment as a result.

I hereby authorize such a records check and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and any additional fees associated with an FBI check.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature