



Urbana City School District

Classified Staff Application

711 Wood Street Urbana, Ohio 43078
Phone: 937-653-1402 Fax: 937-652-3845

Applicant Information

Full Name: _____ Date: _____
First Last M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____ Date Available: _____

Are you able to provide documentation that you are legally eligible to work in the United States? YES NO

Have you previously worked for the Urbana City School District? YES NO If yes, when? _____

Education

High School: _____ Address: _____

Did you graduate? YES NO NOTE - We will need a copy of your high school diploma, GED, or transcripts.

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Years Known: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Years Known: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Years Known: _____

It is the policy of the Urbana Board of Education that the best qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, or marital status.

Previous Employment

Company: _____ Phone: _____

Address: _____ Job Title: _____

Supervisor: _____ Email: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Job Title: _____

Supervisor: _____ Email: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Job Title: _____

Supervisor: _____ Email: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ Currently Active? YES NO

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I hereby give the Board of Education the right to make inquiry of police and any and all references to check the authenticity of this application. I understand that misrepresentation or omission of facts is reason for non-employment or dismissal. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.