

# AURORA CITY SCHOOLS

[www.aurora-schools.org](http://www.aurora-schools.org)

## Support Staff Employment Application

*Please type or print in black ink*

**NOTE:** Candidates are subject to a criminal background check and certain criminal convictions will disqualify a candidate from employment. ORC 3319.39

Personal Information:

Last Name	First	Middle	Date of Application:
Birth name or any former name(s) used by applicant:			Home Telephone Number:
Address _____ (Number & Street)			Other Telephone Numbers:
_____			Cell: (     )
(City, State & Zip)			Work: (     ) (optional)

APPLYING FOR:    **FULL-TIME** \_\_\_\_\_    **PART-TIME** \_\_\_\_\_    **SUBSTITUTE** \_\_\_\_\_

**POSITION(S) FOR WHICH APPLICATION IS MADE** — List in order of preference (1 – 2 – 3 . . .)

Bus Driver	_____	Secretary	_____	Health/Instruct. Asst.	_____
Custodian	_____	Library Clerk	_____	Nurse Assistant	_____
Paraprofessional*	_____	Computer Tech. Asst.	_____	Treasurer's Office:	
Food Service	_____	Maintenance	_____	Accounts Payable	_____
Groundskeeper	_____	Mechanic	_____	Payroll	_____
Summer Work	_____				

\*Supervision for playground, lunchroom, study hall, transportation

## EDUCATIONAL HISTORY

	NAME AND LOCATION OF SCHOOL	LENGTH OF ATTENDANCE	DIPLOMA/DEGREE
High School Last Attended			
Technical School			
College or University			

## **PREVIOUS EMPLOYMENT HISTORY**

If presently employed, may we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

(list most recent employment first)

POSITION	NAME & ADDRESS OF EMPLOYER	LENGTH OF SERVICE	SALARY

## **REFERENCES**

NAME	TITLE	ADDRESS & TELEPHONE NUMBER

### **OTHER EMPLOYMENT DATA:**

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Aurora City Schools to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation you believe would be appropriate.

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## COMPLETE APPROPRIATE AND APPLICABLE SECTION(S)

### CLERICAL AND ACCOUNTING POSITIONS

Typing Speed \_\_\_\_\_ Shorthand Speed \_\_\_\_\_ Accounting Experience \_\_\_\_\_

Indicate the office machines with which you are familiar:

Computer \_\_\_\_\_

Calculator \_\_\_\_\_

Typewriter \_\_\_\_\_

Fax \_\_\_\_\_

Copy Machine \_\_\_\_\_

Other \_\_\_\_\_

What computer software have you used? \_\_\_\_\_

Other special skills or experiences \_\_\_\_\_

### CUSTODIAL AND MAINTENANCE

Have you operated a heating and ventilating system? \_\_\_\_\_

Indicate trades in which you have had experience:

\_\_\_\_\_ Carpenter

\_\_\_\_\_ Machinist

\_\_\_\_\_ Electrician

\_\_\_\_\_ Groundskeeping

\_\_\_\_\_ Mason

\_\_\_\_\_ Painter

\_\_\_\_\_ Plumber

\_\_\_\_\_ Truck Driver

\_\_\_\_\_ Boilers

\_\_\_\_\_ Engineer

\_\_\_\_\_ Custodian

\_\_\_\_\_ Other

### TRANSPORTATION

Have you driven a bus? \_\_\_\_\_ Have you driven a truck? \_\_\_\_\_

Do you have a commercial driver's license? \_\_\_\_\_ Give number of each license or certificate you hold:

Ohio Driver's License No. \_\_\_\_\_ Commercial Driver's License No. \_\_\_\_\_

Has your driver's license ever been suspended or revoked? \_\_\_\_\_

Do you have points against your driver's license? \_\_\_\_\_ How many? \_\_\_\_\_

### LIBRARY CLERK — PLAYGROUND/LUNCHROOM

Have you, can you, or do you:

\_\_\_\_\_ Type

\_\_\_\_\_ Do elementary art work

\_\_\_\_\_ Have experience in dramatics

\_\_\_\_\_ Feel competent in storytelling

\_\_\_\_\_ Operate audio-visual equipment

\_\_\_\_\_ Play the piano

\_\_\_\_\_ Sing

\_\_\_\_\_ Do science experiments

\_\_\_\_\_ Supervise a playground

\_\_\_\_\_ Supervise a lunchroom

List any experiences or background you have pertinent to working with youngsters:

**Please explain below (in your own handwriting) how you are suited for the position(s) for which you have applied:**

Prior to employment, I understand that the following items may be required: a physical examination, a tuberculin test, and where applicable, verification of high school diploma or equivalency.

Upon request of the Superintendent, or his/her designate, the employee shall execute from time to time during or after the termination of his/her employment any and all documents as may be deemed necessary or desirable by the Superintendent to effectuate the provisions of this agreement. The employee further agrees to cooperate in all respects with the Board in filing or processing any actions necessary to effectuate the provisions of this agreement.

I hereby authorize the release of medical information to the Aurora Board of Education to be used as is deemed necessary. Furthermore, I authorize the release of all personnel information from previous employers to be sent to the Aurora Board of Education to become part of my employment papers.

In addition, I authorize any and all educational institutions that I have attended or am attending to furnish the Aurora Board of Education with my credentials, transcripts, and references to become part of my employment papers.

I hereby certify that the information contained in this application, to the best of my knowledge, is true, accurate, and complete. I recognize that the Bureau of Criminal Identification and Investigation will be contacted with respect to past criminal records and that any falsification of this application will be sufficient cause for rejection of this application or discharge or other discipline if hired. Furthermore, it is understood that this application becomes the property of the Aurora Board of Education, which reserves the right to accept or reject it. References and personal information which become a part of this application are to be regarded as confidential and shall not be revealed to me.

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SIGNATURE OF APPLICANT

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DATE

Send all Application Materials to:

Personnel Office  
Aurora City Schools  
102 E. Garfield Road  
Aurora OH 44202

Please direct inquiries to:

Mrs. Linda Arnold  
Executive Secretary for Personnel  
Aurora City Schools  
Telephone: 330.954.2011  
E-mail: [larnold@aurora-schools.org](mailto:larnold@aurora-schools.org)

### **EQUAL OPPORTUNITY EMPLOYER**

The Aurora Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, age, handicap, or national origin in the educational programs and activities which it operates. The Aurora City Schools will not refuse to hire a disabled applicant who is capable of performing the essential requirements of the job with reasonable accommodation.

01/2016