

TRI-VALLEY LOCAL SCHOOLS

36 E. Muskingum Avenue
Dresden, Ohio 43821

CLASSIFIED APPLICATION FOR EMPLOYMENT

Date _____

Check One:

☐ School Bus Driver ☐ Mechanic ☐ Cook
☐ Custodian ☐ Maintenance ☐ Secretary ☐ Other: (Specify) _____

Interested in substituting in the following areas: _____

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

All applications will be kept on file for a period of 3 years.

PERSONAL

Last Name _____ First Name _____ S. S. # _____

Address _____ Home Phone _____

City, State, Zip _____ Work Phone _____

Have you ever applied for employment with us? Yes ☐ No ☐

If yes: Month and Year _____ Location _____

Position Desired _____

Apart from absence for religious observance, are you available for full-time work? Yes ☐ No ☐ If not, what hours can you work? _____ Will you work overtime if asked Yes ☐ No ☐

Are you legally eligible for employment in the United States? Yes ☐ No ☐

When will you be available to begin work? _____

Other special training or skills (languages, machine operation, etc.) _____

How did you learn of our organization? _____

EDUCATION	Course of Study	Number of Years Completed	Did You Graduate?	Degree or Diploma
SCHOOL	LOCATION			

College Yes
No

High Yes
No

Elementary

Other _____

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Company Name _____ Telephone _____
Address _____
Employed (state month and year) from _____ to _____
Name of Supervisor _____
State job title and describe your work _____

Reason for leaving _____

Company Name _____ Telephone _____
Address _____
Employed (state month and year) from _____ to _____
Name of Supervisor _____
State job title and describe your work _____

Reason for leaving _____

Company Name _____ Telephone _____
Address _____
Employed (state month and year) from _____ to _____
Name of Supervisor _____
State job title and describe your work _____

Reason for leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT _____
Reason _____

Please describe or specify other information which may be useful in accessing your gratifications for the position you checked on the front page (examples: Supervisory skills, armed service branch and rank, etc.)

1. I acknowledge being informed that, as a precondition to employment, in the position for which I am applying, I must in accordance with Ohio law both provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment.
2. I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize that should the employer discover that I have falsified any such information, I will not be hired or, if already hired, will be subject to termination from employment on those grounds.
3. This school district assumes that as an applicant for a position here you wish us to obtain pertinent confidential statements from previous employers and references listed by you above. If you agree to authorize us to maintain the confidential status of all materials and statements submitted, and you understand paragraphs 1 and 2 above, please indicate in the affirmative by signing below.

Signature

DO NOT ANSWER ANY QUESTION IN THIS SECTION UNLESS THE BOX IS CHECKED.

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security consideration, a legitimate occupational qualification or business necessity. The Civil Right Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status, or physical or mental handicap or disability.

____ Are you over 18 years of age? Yes [] No [] If not, employment is subject to verification of minimum legal age.

____ What was your previous address? _____

____ How long at previous address? Years _____

____ How long at present address? Years _____

____ Are you a U. S. Citizen? Yes [] No []

____ Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses which has not been annulled, expunged or sealed by a court? Yes [] No [] If yes, describe in full. _____

____ Have you received Workmen's Compensation or Disability Income payments? Yes [] No []; If yes, describe. _____

SCHOOL BUS DRIVER APPLICANTS

Current Driver's License Number:

Operator's _____ State _____ Other _____

CDL Yes [] No [] If yes, give endorsements and class _____

Have you had any type of vehicle accident in the last three years? Yes [] No [] If yes, give details and dates.

Have you been arrested for a moving traffic violation in the last three years Yes [] No [] If yes, give details and dates.

Has your driver's license ever been suspended or revoked? Yes [] No []

Do you use intoxicants? Yes [] No [] If so, to what degree? _____

Do you use drugs? Yes [] No [] If so, to what degree? _____

Are you presently under treatment for a health problem, either physical or mental? Yes [] No [] If yes, please explain _____

FOR EMPLOYER'S USE ONLY

Reference Check

Employer _____

Person Contacted _____

Results _____

Employer _____

Person Contacted _____

Results _____

Employer _____

Person Contacted _____

Results _____

Test Results

Tests Administered _____

Raw Scores _____ Rating _____ Analysis & Comments _____

Tests Administered _____

Raw Scores _____ Rating _____ Analysis & Comments _____

Tests Administered _____

Raw Scores _____ Rating _____ Analysis & Comments _____

Interview Results

Interviewer Name and Comments _____
