



LAKWOOD LOCAL SCHOOL DISTRICT

Application for Employment Personal Data

Lakewood Local School District provides an equal employment opportunity and harassment-free work environment for all applicants and employees, and is committed to complying with all applicable federal, state and local regulations that provide protection from discrimination, including on the basis of race, color, religion, sex, (including sexual orientation and transgender identity), national origin, age, veteran's status, ancestry, physical and mental disability and other groups protected by laws.

Please answer all questions completely and accurately as incomplete applications may be disqualified.

Last Name	First Name	Middle Initial	Date

Present Address

Street Address	Home Phone
City, State, Zip	Cell Phone
Email Address	Work Phone

Previous Address - if you have lived at your present address less than 6 months

Street Address
City, State, Zip

Are you currently legally eligible, by reason of citizenship or legal alien status, for employment in the United States? Yes No

(Applicant must be presently authorized to work in the United States)

Are you at least 18 years of age? Yes No

Are you currently employed? Yes No If yes, where _____

Have you ever been employed at Lakewood Local School District? Yes No

Position held _____

Are you related to anyone already employed in the Lakewood Local School District?

Yes No If yes, please tell us their name and how you are related _____

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Have you ever been interviewed for a position at Lakewood Local?

Yes No

A criminal background check (FBI & BCI) will be conducted on all employees. See our website for certain convictions that will disqualify a person from employment in some or all positions.



Position(s) Requested:

Non-Bachelor Degree Substitute Teacher

Transportation Dept: Bus Aide Bus Driver Casual Driver

Mechanic Mail Route

Food Service: Cook Cashier Server

Maintenance: Custodial Maintenance Seasonal Work

Other: Secretary Library Tech. Health/Safety Monitor

School Health Aide Educational Aide

Are you interested in: ___ Full Time ___ Part-time ___ Both ___ Substitute

Experience & References

All Applicants: Work experiences, including military service, which I believe have been valuable to my career.

Most Recent Employer:	Address	Phone	Email
Position/Title	Date Started	End Date	Reason for Separation
Supervisor	Beginning Salary	Ending Salary	May we contact employer

2nd Recent Employer:	Address	Phone	Email
Position/Title	Date Started	End Date	Reason for Separation
Supervisor	Beginning Salary	Ending Salary	May we contact employer

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3rd Recent Employer:	Address	Phone	Email
Position/Title	Date Started	End Date	Reason for Separation
Supervisor	Beginning Salary	Ending Salary	May we contact employer

Please list any additional employers on a separate sheet.

Please provide three (3) professional references Lakewood Local may contact regarding your work experience and history:

Employer/Supervisor	Phone #	Type of Work	Email Address

Have you ever been involuntarily terminated? Yes No

If yes, by whom and why:

Please list any additional skills or specialized training that you have received:

Initials	In the event of my employment, I agree to abide by the policies and any other rules and regulations of Lakewood Local School District and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Lakewood at any time and at the sole option of Lakewood without prior notice to me. I understand that this application will be given every consideration but its receipt does not imply that I will be employed. I understand that this employment application is not a contract for employment.
Initials	CDL Drivers Only: I understand that Lakewood Local may require me to undergo a drug test by medical staff and/or agent selected by Lakewood as a condition of my employment and/or continued employment. I consent to the release of my drug test results to Lakewood or their representatives. I further understand that I must successfully pass the drug test to be considered for employment with Lakewood. I understand that medical examinations may be required of me once I am employed. I further release Lakewood, including its officers, agents, representatives and employees from any and all claims, suits, causes of action, liabilities and damages associated with or arising from my submission to a drug test and/or medical examination.
Initials	I understand that Lakewood may obtain a consumer credit report for certain positions and for employment purposes only, concerning my credit verifications. I further understand that Lakewood shall comply with the Fair Credit Reporting Act; and, I acknowledge that I received the document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act" attached hereto.

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Initials	I understand that this application will remain open, for the job in which I have applied, for a period of 90 days from the date of my signature below.
Initials	I certify by a signature below that all information contained on this application is correct and complete. I further understand that if offered employment, my employment is contingent on successfully completing all aspects of the pre-employment and reference checking processes.

Applicant Signature _____

Date _____

We sincerely appreciate the time and interest you have given in making application to Lakewood. We hope to reciprocate by giving your application prompt consideration. We will make every effort to answer any questions you may have concerning employment at Lakewood Local.

Date Received _____

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Lakewood Local School District

REFERENCE CHECK AUTHORIZATION

I hereby authorize Lakewood Local School District to conduct a job reference check with the previous employers and references listed on the employment application (excepting those employers for which on the employment application I have specifically noted otherwise). I further understand that Lakewood Local School District will be requesting specific information pertaining to current and previously held positions, job performance, and other job related information that may assist Lakewood Local in making an informed hiring decision.

Individual Authorizing Release: (Last Name, First, Middle)

Address: (Street Address)

City, State, Zip

Telephone Number

Applicant's Signature

Date

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VOLUNTARY APPLICATION TO SELF IDENTIFY

Lakewood Local School District is an Equal Opportunity Employer. As required by law, we must record certain information. Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era, or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only as permitted by law. We are an employer that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Name _____

Date _____

Position Applied For _____

Please make one selection within each category:

Race or Ethnicity

- Hispanic
- American Indian or Alaskan Asian
- Hawaiian or Pacific Islander
- Black or African American
- White

Gender

- Male
- Female

Veteran

- Recently Separated Veteran
- Disabled Veteran
- Other Eligible Veteran

Identity Status

- Individual with Disabilities
- I do not wish to Self-Identify

Signature _____ Date: _____

Equal Employment Opportunity Commission RACE & ETHNIC IDENTIFICATION CATEGORIES

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.

Asian - All persons having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander - All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

African American - All persons having origins in any of the Black racial groups of Africa.

White - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All Races) - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only) - Person of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish origin, and of the White race.

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Hispanic or Latino (All other races) - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin and of any race other than White.

Individual with Disabilities - Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disabilities is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disabilities.

Disabled Veteran - Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Other Eligible Veteran –Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized. Veterans who, while serving on active duty in the Armed Forces, participated in a US military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 effective January 11, 1996.

Recently Separated Veteran - Any veteran during three year period beginning on the date of such veteran's discharge or release from active duty.

Human Resource Use Only: Requisition # _____

Job Group _____

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PRE-EMPLOYMENT INQUIRY CONSENT & RELEASE

In connection with my application for employment, I understand and agree that background inquires may be requested by Lakewood Local School District or on Lakewood Local's behalf that will seek information as to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that Lakewood Local may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, and other past experiences.

I understand that any misrepresentation, falsification, or omission of facts herein may be grounds for disqualification, release, or dismissal.

I acknowledge that a facsimile or copy of this release shall be as valid as the original.

Last	First	Middle
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Applicant's Signature	Driver's License Number & State
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Former Names & Time Frames (if applicable)

Name	Current & Previous Addresses	City / State	Zip & County	Dates (mm/yyyy)

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Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

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- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

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TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>

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4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade
	Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357