

6097 Johnstown-Utica Road  
Johnstown, OH 43031  
740-967-6631(p) 740-967-5022(f)

Northridge Local Schools

Employment Application



## Personal Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

If under the age of 18, please list age \_\_\_\_\_

\_\_\_\_\_  
First date available to work

Employment Desired (ciheck one) FT \_\_\_\_\_ PT \_\_\_\_\_ Season \_\_\_\_\_

\_\_\_\_\_  
Position Applied for

Mon _____	Tues _____	Weds _____	Thurs _____	Fri _____	Sat/Sun _____
Availability (check off the days you are available)					

How many hours can you work a week? \_\_\_\_\_

## Education

\_\_\_\_\_  
High School

\_\_\_\_\_  
City/State

Yes \_\_\_\_\_ No \_\_\_\_\_  
Graduate(check one)

\_\_\_\_\_  
Degree

\_\_\_\_\_  
College

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Graduation Year

\_\_\_\_\_  
Degree

\_\_\_\_\_  
Other Degrees or Certifications

Have you ever been convicted of a criminal offense for which a pardon has not been granted? Yes \_\_\_\_\_ No \_\_\_\_\_

## Military

Have you ever been in the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you now a member of the National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please complete the information below:

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Employment**

Please list your work experience for the past five years, beginning with your most recent employer.  
If you were self employed, give firm name. Please attach additional sheets if necessary.

<b>Employer</b>	<b>Address</b>		
_____	From _____	To _____	
<b>Phone Number</b>	<b>Employment Dates</b>		
_____			
<b>Name of Last Supervisor</b>	<b>Job Title</b>	<b>Pay/Salary</b>	<b>Reason for Leaving</b>
_____	_____	_____	_____
<b>Duties Performed</b>		<b>Certifications/Promotions</b>	

<b>Employer</b>	<b>Address</b>		
_____	From _____	To _____	
<b>Phone Number</b>	<b>Employment Dates</b>		
_____			
<b>Name of Last Supervisor</b>	<b>Job Title</b>	<b>Pay/Salary</b>	<b>Reason for Leaving</b>
_____	_____	_____	_____
<b>Duties Performed</b>		<b>Certifications/Promotions</b>	

<b>Employer</b>	<b>Address</b>		
_____	From _____	To _____	
<b>Phone Number</b>	<b>Employment Dates</b>		
_____			
<b>Name of Last Supervisor</b>	<b>Job Title</b>	<b>Pay/Salary</b>	<b>Reason for Leaving</b>
_____	_____	_____	_____
<b>Duties Performed</b>		<b>Certifications/Promotions</b>	

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you complete this application yourself? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, who did? \_\_\_\_\_

**Additional Information**

Please complete this section if you are applying for an Office Position

**Typing** Yes \_\_\_\_\_ No \_\_\_\_\_ WPM \_\_\_\_\_  
**Microsoft Word** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Processing** Yes \_\_\_\_\_ No \_\_\_\_\_ WPM \_\_\_\_\_

**References**

Please list two references other than relatives or previous employers

Name	Position	Company	Phone Number	City/State

Use the space below to summarize any additional information that you feel is necessary to describe your full qualifications for the specific position for which you are applying.  
A resume or other supporting documents are acceptable and encouraged.


Please Read Carefully

Application Form Waiver

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Northridge Local School District permission to contact schools, previous employers (unless otherwise indicated), references and others, and hereby release the Northridge Local School District from any liability as a result of such contact.

I understand that, in connection with the routine processing of your employment application, Northridge Local School District will request a BCI Report.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

Thank you for completing this application form and for your interest in employment at Northridge Local Schools.