

**NEWARK CITY SCHOOLS
PERSONNEL OFFICE
621 Mount Vernon Road
Newark, Ohio 43055
(740) 670-7000**

FOR OFFICE USE ONLY	
Date of Application _____	
Interview Date _____	
Place of Interview _____	

APPLICATION FOR EMPLOYMENT

NOTE: Applicants for positions in the Newark City Schools should complete this application in its entirety. If you have a resume, please attach to this form.

Please print or type:

I. PERSONAL DATA

Social Security No. _____

Last Name _____	First Name _____	Middle Name _____	Previous Name (OPTIONAL) _____
-----------------	------------------	-------------------	--------------------------------

Current Address _____	Number and Street _____	City _____	State _____	Zip _____	Telephone Number Including area code _____
-----------------------	-------------------------	------------	-------------	-----------	---

Previous Address _____	Number and Street _____	City _____	State _____	Zip _____	Telephone Number Including area code _____
------------------------	-------------------------	------------	-------------	-----------	---

Are you of legal age to perform the duties of the job for which you are making application?

Yes _____	No _____	U.S. Citizenship: _____	Yes _____	No _____
-----------	----------	-------------------------	-----------	----------

Person to be notified in an emergency: _____

Name _____	Address _____	Telephone Number _____
------------	---------------	------------------------

Business Address _____	Telephone Number _____
------------------------	------------------------

Are you eligible for United States Military Service Credit? Yes No

Dates of duty: _____

Indicate dates you attended Elementary School _____ High School _____

From To		From To
--------------	--	--------------

College _____ Graduate of what high school? _____

From To	
--------------	--

Graduate of what college? _____

II. POSITION FOR WHICH APPLICATION IS MADE

1. _____ Rate of Pay Expected \$ _____ Per _____

2. _____ Rate of Pay Expected \$ _____ Per _____

How did you learn of this opening? _____

Would you work? FULL-TIME PART-TIME SUBSTITUTE SECOND SHIFT

Specify hours and days available _____

Were you previously employed by the Newark City Schools? _____ If yes, when _____

PRIOR WORK HISTORY (LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST)				
DATES	NAME AND ADDRESS OF EMPLOYER	RATE OF PAY START FINISH	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM:				
TO:				
DESCRIBE IN DETAIL THE WORK YOU PERFORMED				
DATES	NAME AND ADDRESS OF EMPLOYER	RATE OF PAY START FINISH	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM:				
TO:				
DESCRIBE IN DETAIL THE WORK YOU PERFORMED				
DATES	NAME AND ADDRESS OF EMPLOYER	RATE OF PAY START FINISH	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM:				
TO:				
DESCRIBE IN DETAIL THE WORK YOU PERFORMED				

Have you ever been convicted of a felony? Yes No If yes, please explain

Have you ever been released or dismissed from a job? Yes No If yes, please explain

How many days were you absent from your current job the past twelve months? _____

Do you have reliable means of transportation to and from work? _____

INTERVIEW: Interviews are scheduled prior to employment approval for full-time, part-time, and substitute positions. The Personnel Office of the Newark City Schools will contact candidates to schedule an interview which in no way implies or guarantees employment.

I hereby certify the above information, to the best of my knowledge, is true, accurate, and complete. Any falsification of this record will be sufficient cause for disqualification. Furthermore, it is understood this application becomes the property of the Newark Board of Education. The information on this application is submitted with the intent that the Board of Education will rely on this information in making its employment decisions.

In compliance with Senate Bill 38, all new employees of the Newark City Schools must have a pre-employment criminal record background check which includes fingerprinting and a computer search for criminal records by the Bureau of Criminal Investigation and Identification (BCII). A fee of \$46.00 (BCI-\$22.00) (FBI-\$24.00) will be charged to each employee recommended for employment for the BCII records check.

In addition, all new permanent employees must participate in pre-employment drug screening which consists of Panel 10 Drug Screening by a laboratory selected by the Newark City Schools. The fee for drug screening will be paid by the employer upon recommendation for employment.

References and personal information which become part of this application are to be regarded as confidential and shall not be revealed to me.

_____ Date of Application

_____ Signature of Applicant

THE NEWARK BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER

The Newark City Schools reaffirms its policy to provide equal opportunity to all persons without regard to race, color, religion, sex, national origin, age, disability, or political affiliation.

We appreciate the time and interest you have given in making application to the Newark City Schools