



# Morgan Local School District

## CLASSIFIED EMPLOYEE APPLICATION

### POSITION DESIRED (Check all that apply)

BUS DRIVER \_\_\_\_\_

COOK \_\_\_\_\_

CUSTODIAN \_\_\_\_\_

MECHANIC \_\_\_\_\_

AIDE \_\_\_\_\_

SECRETARY \_\_\_\_\_

I am interested in (Check all that apply): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute \_\_\_\_\_

### PERSONAL DATA

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**NOTICE:** A criminal background check will be required of all job applicants prior to employment in accordance with sections 3319.39, 3319.391, and/or 3327.10 of the Ohio Revised Code. Applicants may be disqualified based upon the results of such background check.

### EDUCATIONAL HISTORY

High School(s) Attended: \_\_\_\_\_

Diploma? Yes \_\_\_\_\_ No \_\_\_\_\_

Vocational School(s) Attended: \_\_\_\_\_

Degree? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what area(s) \_\_\_\_\_

Technical College(s) Attended: \_\_\_\_\_

Degree? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what area(s) \_\_\_\_\_

College or University Attended: \_\_\_\_\_

Degree? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what area(s) \_\_\_\_\_

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**

## EMPLOYMENT HISTORY

<u>Previous Employers</u>	<u>Phone Number</u>	<u>Employment Dates</u>	<u>Type of Work</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## REFERENCES

Please list three individuals not related to you who can attest to your work habits, effectiveness, and ability. One should be a previous employer.

<u>Name</u>	<u>Occupation/Title</u>	<u>Phone Number</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are there any schools in our district at which you would not want to be considered for a job? Yes \_\_\_\_ No \_\_\_\_

\*If yes, please list the schools \_\_\_\_\_

Are there any days you would be unable to substitute? Yes \_\_\_\_ No \_\_\_\_

\*If yes, please indicate the days \_\_\_\_\_

## BUS DRIVER APPLICANTS

**NOTICE:** Candidates for bus/van driving positions must provide a satisfactory driving abstract and a negative pre-employment drug test prior to employment in accordance with the requirements of Section 3327.10 of the Ohio Revised Code and Section 3301-83-06 of the Ohio Administrative Code.  
**Driver License Number:** \_\_\_\_\_

## SECRETARIAL & AIDE APPLICANTS

List any special skills or licenses you have that you feel would be valuable in the position you are seeking. Examples would be working with youth groups, computer experience, typing speed, etc.

Check the box if you have one or both of the following: ☐ Parapro Certificate ☐ College- 48 Semester or 72 quarter hrs.

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I authorize Morgan Local School District, and its representatives, to investigate all references and secure additional job related information about me. I certify that the answers I have given to each and all of the questions on this application are complete and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** Morgan Local School District does not discriminate on the basis of race, color, national origin, sex or disability in selection or evaluation of personnel.