

# Crestview Local Schools

531 East Tully Street  
Convoy, OH 45832

## Application for Employment (Classified)

### Please Print Legibly

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

I would be interested in working as a substitute in the following area(s):  Cafeteria  Custodial  Secretarial  Teacher Aide

**Crestview Local Schools** (also referred to as the "School") observes equal opportunity employment laws with respect to nondiscrimination on the basis of sex, race, sexual orientation, color, creed, age, national origin and disability in the recruitment and hiring of employees.

Name \_\_\_\_\_

Street Address/City/State/Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

May we contact you at work?  Yes  No Work number & best time to call \_\_\_\_\_

Date available for work \_\_\_\_\_ Type of employment desired: Full-time  Part-time

Are you legally eligible to work?  Yes  No Do you currently hold a valid drivers license?  Yes  No

Will you work overtime if required?  Yes  No Are you on lay-off and subject to recall?  Yes  No

Have you applied here before?  Yes  No Do you have relatives currently employed here?  Yes  No

### EDUCATIONAL BACKGROUND

School	Years Completed	Degree/Diploma	GPA/Class Rank	Major

### REFERENCES – List 3 Personal references not related to you.

Name/Address/City/Zip	Telephone	Years Known

**EMPLOYMENT HISTORY** – List your employers for the past 10 years, starting with the most recent. Be sure to provide the month and year worked at each job. Explain any gaps in employment in the “Comments” section below.

<b>Present/Last Employer</b>	Telephone	Dates Employed From                      To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
<b>Prior Employer</b>	Telephone	Dates Employed From                      To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
<b>Prior Employer</b>	Telephone	Dates Employed From                      To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
<b>Prior Employer</b>	Telephone	Dates Employed From                      To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	
<b>Prior Employer</b>	Telephone	Dates Employed From                      To		Summarize job responsibilities
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
		\$	Per	

Comments (explain any gaps in employment) \_\_\_\_\_

---

## **MILITARY SERVICE**

Branch: \_\_\_\_\_ Service Location: \_\_\_\_\_

Current Status: \_\_\_\_\_

### **SKILLS & QUALIFICATIONS**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Typing _____ WPM    | <input type="checkbox"/> Keyboarding             | <input type="checkbox"/> Computer Skills      | <input type="checkbox"/> Microsoft Outlook         |
| <input type="checkbox"/> Microsoft Word      | <input type="checkbox"/> Microsoft Excel         | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Microsoft Access          |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Printer                 | <input type="checkbox"/> Scanner              | <input type="checkbox"/> Copier                    |
| <input type="checkbox"/> Fax                 | <input type="checkbox"/> Multi Line Phone System | <input type="checkbox"/> Plumbing             | <input type="checkbox"/> Electrical                |
| <input type="checkbox"/> Carpentry           | <input type="checkbox"/> Engine Repair           | <input type="checkbox"/> Machine Repair       | <input type="checkbox"/> Other Skills (List below) |

Other: (Boilers Operators License, CDL License, Teachers Aide, etc.) \_\_\_\_\_

- It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from employment at **Crestview Local Schools** if I have been employed.
- I give **Crestview Local Schools** the right to investigate all references and to secure additional information about me, if job related.
- I hereby release from liability **Crestview Local Schools** and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
- **Crestview Local Schools** is an Equal Opportunity Employer. The School does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.
- This application is current for only 90 days. At the conclusion of this time, if I have not heard from **Crestview Local Schools** and still wish to be considered for employment, it will be necessary to complete a new application.
- I understand it is School policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA.
- Pursuant to R.C. 3391.39(A), prior to making an offer of employment, Crestview Local Schools must request a criminal background check from the BCII and, under circumstances, the FBI. If you have been convicted of an offense described by the R. C. 3319.39(B), or other applicable laws and regulations, you may not be eligible for employment. I hereby release Crestview Local Schools and the reference source, from any liability in connection with its release or use.
- It is also understood that if I am employed prior to the District's receipt of the BCI report and verification of my work experience, my continued employment will be conditioned upon:
  - satisfactory work experience as verified by contacts with former employers; and
  - receipt of a report demonstrating that I am in compliance with the Board of Education's rules and regulations regarding applicant/employee criminal records, including the disclosure of criminal conviction(s) in accordance with federal, state and local requirements.
- I hereby authorize investigation into all statements and references contained in this application. Such investigation may include credit, driving record, criminal background, including inquiries to the Bureau of Criminal Identification and Investigation (BCI), employment and personal references and other background checks.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Crestview Local Schools** has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, age, color, national origin, sex, or handicap.