

OTSEGO LOCAL SCHOOLS

P.O. Box 290
Tontogany, Ohio 43565
419-823-4381

=====

CLASSIFIED APPLICATION:

Date _____

NAME _____ Social Security # _____

PRESENT ADDRESS _____ Telephone # _____
#/Street

City _____ State _____ Zip _____

POSITION applied for: _____

FULL-TIME SUBSTITUTE FULL-TIME or SUBSTITUTE

Bus Driver _____ Cafeteria _____ Clerical _____ Custodial _____

Aide _____ Other _____

EDUCATION: _____
(highest grade achieved)

EXPERIENCE in job related areas: _____

Are you presently employed? _____ May we contact your present
employer? _____

Date you would be available _____ Salary expected? _____
to begin work?

Do you have any physical defects that might affect the performance of your
work? If so, please indicate the nature of your limitation:

Condition of health for the past two years? _____

Are you a citizen of the United States? _____

Any military experience? _____

Any military reservist obligations? _____

Do you currently hold any valid certificates?

CPR _____ Expires _____

CDL _____ Expires _____ CDL #: _____

PREVIOUS EMPLOYMENT (Begin with most recent first)

EMPLOYER: _____ _____ Address: _____ _____ Work Performed: _____ Dates: _____ _____
EMPLOYER: _____ _____ Address: _____ _____ Work Performed: _____ Dates: _____ _____
EMPLOYER: _____ _____ Address: _____ _____

Work Performed: _____ Dates: _____

EMPLOYER: _____

Address: _____

Work Performed: _____ Dates: _____

REFERENCES: Persons qualified to answer questions concerning your qualifications for the position you are applying for on this application.

1. Name: _____

Address: _____

Phone: _____ Relationship: _____

2. Name: _____

Address: _____

Phone: _____ Relationship: _____

3. Name: _____

Address: _____

Phone: _____ Relationship: _____ _____

Other remarks:

I understand that any false statements or fabrications will be cause for disqualification or dismissal if employed.

Applicant's signature

Date

The Otsego Local School District is an equal opportunity employer and does not discriminate on the basis of sex, race, color, national origin or creed in the recruitment and hiring of employees, in job assignment or classification, compensation and fringe benefits or in marital or parental status.

OTSEGO LOCAL SCHOOL DISTRICT

Date: _____

(419) 823-4381

Pre-employment Requirements

I have been advised and understand that:

1. The background information supplied by an applicant for a position will be checked by the Otsego Local School District to assure the accuracy of the data furnished and the past performance record of the candidate.
2. I authorize the Otsego Local School District to make such investigations and inquiries of my personal, employment and related matters as may be necessary in arriving at its employment decision. I hereby release current and past employers, schools or persons from liability in responding to inquiries in connection with my application for employment.
3. I understand that as a precondition to employment in the position for which I am applying I must provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment. (A certified copy of a BCI

background check performed within the last year would also be acceptable.) **I will pay any costs associated with the fingerprinting and criminal records check requirement.**

4. I understand that any offer of employment is conditional upon the Otsego Local School District receiving a satisfactory record check from the Ohio Bureau of Criminal Identification and Investigation. I understand that if the criminal record check is not satisfactory that the Otsego Local School District is not permitted by state law to employ me and must release me from any conditional contracts of employment.

5. I certify that all the information that I have provided to the Otsego Local School District is complete and accurate and is submitted with the intent that the Board of Education will rely on this information in making its employment decisions. I understand that, should the employer discover that I have falsified any such information, I will not be hired, or if already hired, will be subject to termination from employment on that ground.

6. This information is valid from one year from the date of the BCI record check. Consideration after this time period will once again require the applicant to complete all pre-employment requirements.

Applicant's Signature

Print Full Name

Social Security Number