

# **CLASSIFIED APPLICATION FORM**

**Please return completed application to:**

**Jefferson Local Schools  
906 West Main Street  
West Jefferson, Ohio 43162**

**Jefferson Local Schools is an Equal Opportunity Employer and no person shall be excluded from employment on the basis of protected class status. It is the policy of the Jefferson Local Board of Education that the best qualified applicant shall be selected for each position without regard to race, color, religion, disability, national origin, military or veteran status, age, sex, or marital status.**

**Should you be contacted for an interview and require any special accommodations, please contact William Mullett, Superintendent at (614) 879-7654. We will utilize this information only in a manner consistent with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and Chapter 4112 of the Ohio Revised Code.**

Jefferson Local Schools  
906 West Main Street  
West Jefferson, Ohio 43162  
(614) 879-7654

## Classified Employment Application

### PERSONAL DATA

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip)

Number of years at this address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### JOB PREFERENCE(S)

Please put an (X) to indicate position(s) of interest: Full-Time\_\_\_\_ Part-Time\_\_\_\_ Substitute\_\_\_\_

Accounting\_\_\_\_ Clerical/Secretary\_\_\_\_ Food Service(cook/dishwasher/cashier)\_\_\_\_

Educational Aide\_\_\_\_ Library Aide\_\_\_\_ Special Education Teacher Aide\_\_\_\_

Bus Driver\_\_\_\_ Mechanic\_\_\_\_ Custodial/Maintenance\_\_\_\_

Note: Some of the above positions may require one or more of the following: a high school diploma, GED, a specific license or certification, or a valid driver's license. Continued employment, if hired, may also be contingent upon maintaining one or more of the aforementioned documents.

Do you possess skills in the following areas? Please check, if applicable:					
___ Typing	___ WPM	___ Office Machines	___ Painting	___ General Maintenance	___ Plumbing
___ Excel	___ Microsoft Word	___ Electrical	___ Carpentry	___ Mechanics	___ Boiler
___ Food Preparation	___ Working with children	___ Lawns and Grounds Care			

**Citizenship Status:** Are you a United States citizen, or otherwise legally authorized to work in this country?

\_\_\_ Yes \_\_\_ No (Completion of I-9 will be required if employed.)

### GENERAL DATA

Date you are able to start: \_\_\_\_\_

Are you currently employed? \_\_\_ Yes \_\_\_ No

Have you ever applied to Jefferson Local School District before? \_\_\_ Yes \_\_\_ No

Are you willing to work overtime? \_\_\_ Yes \_\_\_ No

If driving is a requirement of the job for which you are applying, do you have a valid driver's license?

\_\_\_ Yes \_\_\_ No License Number: \_\_\_\_\_ State: \_\_\_\_\_

**MILITARY SERVICE**

Have you served in the United States Military Service?    \_\_\_Yes            \_\_\_No

Years Served: \_\_\_\_\_            Current status:    \_\_\_Active            \_\_\_Inactive            \_\_\_Reserve

**EDUCATIONAL BACKGROUND**

**High School Attended:** \_\_\_\_\_            **Highest Grade Completed:** \_\_\_\_\_

Address: \_\_\_\_\_

**College/Trade School, etc.:** \_\_\_\_\_            **Years Completed:** \_\_\_\_\_

Address: \_\_\_\_\_

Major Area of Study: \_\_\_\_\_

**Licenses, certificates, and/or professional designations you now hold or once held, including GED if not a high school graduate:** \_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES – List three (3) personal references, excluding relatives.**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_            Occupation: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_            Occupation: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_            Occupation: \_\_\_\_\_

**EMPLOYMENT HISTORY**

If currently employed, may we contact your present employer? \_\_\_\_\_Yes \_\_\_\_\_No

If No, please give reason: \_\_\_\_\_

**Present or Most Recent Employer**

**Type of Business**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person if different from Name above: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ through \_\_\_\_\_

Position/Duties Performed: \_\_\_\_\_

Hourly Rate or Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer**

**Type of Business**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person if different from Name above: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ through \_\_\_\_\_

Position/Duties Performed: \_\_\_\_\_

Hourly Rate or Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Next Previous Employer**

**Type of Business**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person if different from Name above: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ through \_\_\_\_\_

Position/Duties Performed: \_\_\_\_\_

Hourly Rate or Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PLEASE READ CAREFULLY**

**LEGAL**

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain. In your explanation, please give date(s).

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An affirmative answer will not necessarily disqualify you from employment. Rather, all pertinent information will be considered on a case-by-case basis to determine whether the nature and time of the offense (or alleged offense) are manifestly inconsistent with the duties of the position sought.

Ohio law requires Boards of Education to conduct a criminal record check of any applicant for employment in a position involving the care, custody, or control of school children. Therefore, criminal record checks are mandatory for persons under final consideration for employment with Jefferson Local Schools. Applicants may submit, with this application, a copy of a criminal background check obtained by the applicant through the Bureau of Criminal Identification and Investigation in lieu of a Board-initiated background check, provided that the background check submitted is dated not more than one year prior to the date of application.

Ohio law also requires that, for employees whose job description indicates a responsibility to transport children or requires the use of board-owned vehicles, a check of the individual's driving record is made with the Bureau of Motor Vehicles.

**My signature attests to the fact that the information I have provided herein is correct to the best of my ability. I understand that falsification or withholding of information shall be grounds for not considering this application or will be grounds for dismissal if employed.**

**Further, I hereby grant the Jefferson Local School District and those acting in accordance with their direction, permission to contact any person listed as a reference, as well as any other person who may be familiar with my previous job performance or suitability for employment, except to the extent that I have expressly stated otherwise on this form. I voluntarily release this school district and any persons providing information from any liability and claims relating to the use of information obtained.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**"Printed" Name of Applicant:** \_\_\_\_\_