

**APPLICATION — NON-CERTIFIED PERSONNEL
WEST HOLMES LOCAL SCHOOL DISTRICT, MILLERSBURG, OH**

Name _____ Date _____
Last First Middle

Address _____

Phone _____ Social Security # _____

Position(s) applied for: _____
(cook, custodian, secretary, bus driver, aide, coach, other-specify)

Full-time _____ Part-time _____ Substitute List _____ (mark all that apply)

EDUCATION

School	Dates of Attendance	Name of School	City	Course of Study	Did you graduate?
High School					yes no
College					yes no
Other					yes no

Describe specialized training, apprenticeship, skills, extra-curricular activities, and hobbies.

CURRENT EMPLOYMENT

Employer _____ Date Employed _____

Position/Responsibilities _____

PREVIOUS EMPLOYMENT

(with Experience Relevant to the Job of Application)

Name & Address of Company	Date from/to	Duties	Reason for Leaving
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Continued

OTHER PREVIOUS EMPLOYMENT

Name & Address of Company	Date from/to	Duties	Reason for Leaving
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MILITARY SERVICE

Yes ____ No ____ (If yes, give specifics of branch, rank, dates, types of duty and discharge.)

MISCELLANEOUS INFORMATION

Have you ever been discharged or been required to resign from a position within a school district? _____

If so, explain: _____

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

REFERENCES

(Who are capable of identifying and speaking of your qualifications- may not be relative)

Name	Position	Address	Phone
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IMPORTANT NOTICES BE SURE TO READ

1. A current resume is requested.
2. State law and the West Holmes Local Board of Education requires all applicants under final consideration to have a criminal records check. Residents of Ohio for the past five consecutive years will have the check conducted through the Ohio Bureau of Criminal Identification and Investigation and Federal Bureau of Investigations check.
____ I have been an Ohio resident the past five consecutive years. (signature) _____
____ I have not been an Ohio resident the past five consecutive years. (signature) _____
3. The West Holmes Local Board of Education is an equal opportunity employer.
4. Any falsification of information on this application will be grounds for termination of employment by the West Holmes Local Board of Education.
5. 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.

(signature) _____