

NEW RIEGEL LOCAL SCHOOLS

44 N. Perry Street
New Riegel, OH 44853

Application for Employment (Non-Certified)

Please Print Legibly

Position Applied For _____ Date of Application _____

New Riegel Local School District (hereinafter 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 _____ Social Security # _____

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

AFFILIATIONS/AWARDS - List professional, trade, business, or civic associations and any offices held, special accomplishments or awards, and any other information you would like us to consider:

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.

Present/Last Employer	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	
Prior Employer	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	
Prior Employer	Telephone	Dates Employed From To		Summarize job responsibilities
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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) _____

BACKGROUND INFORMATION

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty, including any expunged pleas or convictions? (*Conviction of a crime will not automatically result in a denial of employment.*)

Yes No

If yes, please provide a brief explanation: _____

Have your driving privileges been suspended or revoked for any reason in the last 5 years? Yes No

If so, please explain: _____

MILITARY SERVICE

Branch _____ Service Location _____

Served From: _____ To: _____ Rank at Separation _____

SKILLS AND 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: _____

- 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 *New Riegel Local School District* if I have been employed.
- I give *New Riegel Local School District* the right to investigate all references and to secure additional information about me, if job related.
- I hereby release from liability *New Riegel Local School District* and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
- *New Riegel School District* 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 *New Riegel Local School District* and still wish to be considered for employment, it will be necessary to complete a new application.
- I understand that I am free to resign at any time and that *New Riegel Local School District* reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the School has the authority to make any assurances to the contrary.
- 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.
- I authorize investigation into all statements and references contained in this application. Such investigation may include credit, driving record, criminal background, references and other background checks. By applying for this position, I also authorize any post-hire investigation into my credit, driving and criminal background.

Signature of Applicant _____ Date _____