



BEXLEY CITY SCHOOL DISTRICT
Employment Application - Classified (Non-Teaching)
348 S. Cassingham Road, Bexley, Ohio 43209-1897

Name:			Date
Last	First	Middle	Home Phone () -
Address:			Business Phone () -
Street	City State	ZIP	Cell Phone () -
Email:			

CLASSIFIED (NON-TEACHING)			
Secretary <input type="checkbox"/>	Food Service <input type="checkbox"/>	Custodian <input type="checkbox"/>	Permanent <input type="checkbox"/>
Maintenance <input type="checkbox"/>	Teacher/Library Aide <input type="checkbox"/>	Clinic Registered Nurse <input type="checkbox"/>	Substitute <input type="checkbox"/>
Will you work overtime if asked? Yes <input type="checkbox"/> No <input type="checkbox"/>		Approximate date when could begin work?	
Special training or skills (languages, machine operation, etc.):			
Do you have any limitations that would affect your ability to perform job-related functions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please describe limitation:			

POSITION DESIRED

School	Name/Address of School	Dates	Did You Graduate?	Graduation Date & Degree	Area of Study (Major/Minor)	GPA
College/University		From To				
College/University		From To				
High School		From To				
Other		From To				

EDUCATION

Please list any valid certificates that pertain to your employment field.

Certificate/License	State	Expiration Date	Subject or Specialty Area

LICENSURE

Have you ever been employed by the Bexley City School District?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when?	

Please provide an accurate and complete employment record (full-time and part-time employment). Start with you present or most-recent employer.

Company Name, Address, Phone & Supervisor	Job Title & Brief Description	Dates	Weekly Pay (Start & Last)	Reason for Leaving	EMPLOYMENT

Military Service	Date From/To	Branch of Service	Rank at Discharge	MILITARY
Were you honorably discharged? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe duties and any special training:			

Please provide contact information for three (3) individuals from whom we can expect professional references.

Name	Position	Address	Telephone & Email	REFERENCES

Please list any activities, sports, or clubs you would be interested in coaching:

Please share your professional goals or aspirations:

1. Have you ever been discharged or asked to resign from a prior position? Yes No
2. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No

If you answered yes to either of the above questions, then please attach an explanation to this application.

Have you lived in Ohio continuously for the past five (5) years? Yes No

I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must in accordance with Ohio law both provide a set of fingerprints and satisfactorily pass a criminal-records check if I am under final consideration for employment. I recognize that I will be charged for the cost of the records check in such amount as the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation may charge. Unless I pay the fee, I will not be considered for employment.

I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize 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.

In accordance with federal law, any person employed by this District must provide evidence that s/he is eligible to work in the United States.

I voluntarily authorize Bexley City School District to contact any references whose names I have submitted. I voluntarily release this school district and any of the persons providing information from any liability or legal claims related to the use of information obtained.

Applicant's Signature

Date

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, national origin, general, handicap, age, sexual orientation, religion, limited-English skills.

The following statements are a very important part of our screening process. Please reflect upon them carefully, and provide us with your most candid responses. You may include additional pages if necessary.

1. Please describe how to organize your typical work day.

2. Please describe how you would resolve a conflict between two individuals.