



# Mapleton Local Schools

635 Co. Rd. 801  
Ashland, Ohio 44805  
419-945-2188

## CLASSIFIED APPLICATION FOR EMPLOYMENT

### PERSONAL DATA

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

Any other name(s) under which transcripts, certificates and former application may be listed: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State) (Zip Code)

Permanent/  
Other Address: \_\_\_\_\_  
(Street) (City/State) (Zip Code)

Telephone Number: \_\_\_\_\_  
(Home) (Cell) (Work)

My signature below authorizes representatives of the Board of Education of the Mapleton Local School District to conduct a background investigation and authorizes release of information in connection with my application for employment. Information sought may include such information as criminal convictions or results of civil litigation, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my rights of access to any such information, and without limitation hereby release the Board of Education of the Mapleton Local School District and the reference source from any liability in connection with its release or use.

I certify that I have made true, correct and complete answers and statements on this application knowing and intending that they be relied upon in considering my application for employment. I understand that any omission or false statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ me or for my discharge, if employed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Position(s) applied for:

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Supervisor       | <input type="checkbox"/> Custodian   | <input type="checkbox"/> Fiscal Office |
| <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Bus Driver    |
| <input type="checkbox"/> Secretary        | <input type="checkbox"/> Coach       | <input type="checkbox"/> Other:        |
| <input type="checkbox"/> Advisor          | <input type="checkbox"/> Cafeteria   | _____                                  |

### Availability:

- |                                    |                                    |                                     |
|------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Substitute |
|------------------------------------|------------------------------------|-------------------------------------|

Referred by: \_\_\_\_\_

**EDUCATIONAL BACKGROUND:** Transcripts of all completed college/university coursework should accompany this application. An official transcript (with College/University seal) will be required upon employment.

Education	Name and Location Of School	No. of Years Attended	Did you Graduate?
High School			
College or University			
Trade, Business or Other School			
Major Area (Undergrad)	Minor Area (Undergrad)	Major Area (Graduate)	Minor Area (Graduate)

**WORK EXPERIENCE:** (list most recent first)

Employer	Address Street/City/State/Zip	Position	From Mo/Yr	To Mo/Yr

**MILITARY:**

Have you served in the military?  Yes  No  
 Branch of Service \_\_\_\_\_ Active Service Dates \_\_\_\_\_  
 Present Membership in National Guard or Reserves?  Yes  No \_\_\_\_\_  
 Honorably Discharged  Yes  No Rank at Discharge \_\_\_\_\_  
 Significant duties or honors: \_\_\_\_\_

**FOR BUS DRIVERS ONLY:**

**PAST DRIVING EXPERIENCE**

Employer Name	Employer Address Street/City/State/Zip	Dates	Type of Vehicle Driven	License Type And Number

**(Answer this section only if you are applying for a bus driving position:)**

Have you ever been involved as a driver in a traffic accident?  Yes  No  
 If yes, explain: \_\_\_\_\_  
 Have you ever been convicted of a traffic violation?  Yes  No  
 If yes, explain: \_\_\_\_\_  
 Have you ever had your license revoked?  Yes  No  
 If yes, explain: \_\_\_\_\_

**GENERAL INFORMATION**

If employed presently, why do you wish to leave?			
If hired, on what date would you be available to start work?			
Subjects of special study or research work:			
Special Skills:			
Activities - Civic, Athletic, Etc. (Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.)			
Are you currently under contract? Where?		YES	NO
Have you ever been discharged or requested to resign from a position? If yes, please give a brief explanation.		YES	NO
Have you previously applied with Mapleton Local School District, or have you ever been employed by the Mapleton Local School District?		YES	NO
Are you a United States citizen?		YES	NO
Have you ever been convicted of a felony? If yes, please explain.		YES	NO
Do you have criminal charges or proceedings pending against you? If yes, please explain.		YES	NO

**REFERENCES**

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for the assignment which you seek.			
Name of Reference	Position	Complete Address	Telephone Number

**OTHER INFORMATION**

List any local school board members or school employee relative(s) in the school district and cite your relationship with that individual.
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In your own handwriting, provide any additional information you feel will provide the Mapleton Local School District with an additional understanding of your qualifications. Please list your goals, objectives, philosophy, and/or other background factors of special interest.

The Mapleton Local School District does not discriminate on the basis of gender, religion, race, color, ethnicity, age, sexual orientation and/or disability or any other characteristic, in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activity involved in the position or program for which application has been made.

THE MAPLETON LOCAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

**PERSONNEL USE ONLY**

- |                                      |                                   |                                       |   |
|--------------------------------------|-----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> TB Test     | <input type="checkbox"/> Resume   | <input type="checkbox"/> Fingerprints | <input type="checkbox"/> References – 1 2 3 |
| <input type="checkbox"/> Transcripts | <input type="checkbox"/> Military | <input type="checkbox"/> Certificate  | <input type="checkbox"/> CPR (Coaching)     |

Date of Interview \_\_\_\_\_  
Effective Date \_\_\_\_\_

Date of Board Approval \_\_\_\_\_  
Placement \_\_\_\_\_