

Washington-Nile Local School District
Applications for CLASSIFIED Substitute/Permanent Employment
15332 US Hwy 52
West Portsmouth, Ohio 45663

PROCEDURES:

1. Please complete this application and return to: Washington-Nile Local School District, 15332 US Hwy 52, West Portsmouth, Ohio 45663.
2. Please enclose a copy of the following:
 - a. Any License or Certificates that you have
 - b. Resume and list of references
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

DEMOGRAPHIC INFORMATION

| | | | |
|---------|-------|-------------|-----------------------|
| Name | _____ | | |
| | Last | First | Middle |
| Address | _____ | | |
| City | _____ | State _____ | Zip _____ Phone _____ |

- Have you ever filed an application with us? _____ Yes _____ No
- Have you ever been employed with us? _____ Yes _____ No
- Are you currently employed? _____ Yes _____ No
- May we contact your present employer? _____ Yes _____ No
- Are you available to work? _____ Full Time _____ Part Time
- Are you currently on "lay off" status and subject to recall? _____ Yes _____ No
- Have you been convicted of a felony within the last seven (7) years? _____ Yes _____ No

FOR WHAT POSITION(S) ARE YOU APPLYING? Please check below:

| | |
|--------------------------|--------------------|
| <input type="checkbox"/> | Instructional Aide |
| <input type="checkbox"/> | Bus Driver |
| <input type="checkbox"/> | Cafeteria Worker |
| <input type="checkbox"/> | Custodian |
| <input type="checkbox"/> | Secretarial |
| <input type="checkbox"/> | Other _____ |

CERTIFICATION AREAS(S) Please list any certificates or license you may have, for example Boiler License, Bus Driver/CDL, or Teacher Aide Certificate

Type

| EDUCATION | SCHOOL/LOCATION | COMPLETION DATE |
|---------------------------|------------------------|------------------------|
| High School Attended | | |
| GED | | |
| Colleges and Universities | | |

OTHER EMPLOYEMENT EXPERIENCE

| Dates | Employer | Address | Position |
|--------------|-----------------|----------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

REFERENCES (Give name address and telephone number of three references who are not related to you and are not previous employers)

| Name | Position | Address | Phone |
|-------------|-----------------|----------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

May we contact the above listed references? Yes _____ No _____ Initial _____

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC AND OFFICES HELD. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap for other protected status.

It is understood and agreed that Washington-Nile Local School District may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquires.

I understand that if I am employed prior to the receipt of the BCI report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experience as verified by contacts with former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions listed in category OTHER.

Signature

Date

I confirm the information contained in this application, resume, and other documents are true and complete. I understand that if it is not, I may be eliminated from consideration for this job. If, after being employed, falsehoods or omissions are discovered in my application, resume, or other documents, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

Signature

Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

Signature

Date

The Washington-Nile Local School District provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, sex, religion, or handicapping condition.