

PATRICK HENRY LOCAL SCHOOL DISTRICT

6-900 State Route 18
Hamler, Ohio 43524
419-274-3015 Fax: 419-274-1641

Classified Application

To be considered an applicant, please complete this form. You also must provide the following:

1. A cover letter emphasizing your qualifications and how you feel your qualifications align yourself with the desired position.
2. Up-to-date resume and any additional relevant information.
3. If offered employment - Submit an Ohio Bureau of Criminal Identification and Investigation (BCI) fingerprint criminal history check and a Federal Bureau of Investigation (FBI) fingerprint.

PERSONAL INFORMATION

Mr./Ms.	First Name	Middle Initial	Last Name
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Home Address	City	State	Zip
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Home Phone	Cell Phone	E-Mail Address
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EMPLOYER INFORMATION

Current Employer	Position	Salary
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Employer Address	City	State	Zip
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Type of work desired (check all applicable): Aide Café worker Custodian Secretary

Would you like to be considered for a substitute position?: or full time position?:

Where do you prefer to be contacted confidentially: Home Work Either

EDUCATIONAL HISTORY (starting with most recent degree or advanced study)

<u>School</u>	<u>City/State</u>	<u>Dates</u>
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PAST WORK EXPERIENCE (starting with most recent employment)

Employer City/State Dates

REFERENCES

Please list the names of three people, not related to you, who know your quality of work and qualifications:

Name _____ Position _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____

Name _____ Position _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____

Name _____ Position _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____

MISCELLANEOUS INFORMATION

Yes No Have you ever been dismissed for cause from a job?

If you answer "yes" to the above question, you must attach a signed statement of explanation.

As required by law, if I am under final consideration for employment, I hereby grant permission for a criminal background report by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) and for the release of any information obtained to the administration and board of education of the prospective employing district. Failure to do so may result in the applicant not being considered for employment.

I certify that all information disclosed is true and accurate to the best of my knowledge. I also authorize the Patrick Henry Local School District to contact references and investigate other personal or employment history that may be necessary in arriving at an employment decision. I further release employers or persons from all liability in responding to inquiries in connection with my application for employment. In the event of employment, any significant misstatements or omissions later discovered in my background may be cause for my dismissal.

Signature _____ Date _____