

OTTAWA-GLANDORF SCHOOLS

APPLICATION FOR NON-TEACHING EMPLOYMENT

An Equal Opportunity Employer

Please submit to: Ottawa-Glandorf Schools
Personnel Office
630 Glendale Avenue
Ottawa, OH 45875

Personal Data	Date _____
	Name _____ Last First Middle or Maiden Name
	Address _____ Street City and State Zip Code
	Home Phone () _____ Business Phone () _____
	Social Security Number _____ Position Applying For _____
	Type of Employment Desired _____ Full-Time _____ Part-Time _____ Substitute
	Driver's License Number (if required by job) _____
	School District of Residence _____
	Have you ever been employed here before? _____ Yes _____ No
	Are you a citizen of the United States? _____ Yes _____ No
Have you been convicted of a felony in the last seven (7) years? _____ Yes _____ No	
If yes, please explain _____	
Education	Name of High School _____ Date Diploma was Received _____
	Name of College _____ Degree Earned and Date _____
	Major/Minor _____
Experience	<i>Please list most recent employers.</i>
	Place of Employment _____ Job Title/Duties _____ Dates Employed _____ Name of Immediate Supervisor _____ Reason for Leaving _____

Experience

Place of Employment _____

Job Title/Duties _____

Dates Employed _____

Name of Immediate Supervisor _____

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Dates Employed _____

Name of Immediate Supervisor _____

Reason for Leaving _____

References

Name and Position _____

Address _____

Phone Number () _____ Number of Years Known _____

Name and Position _____

Address _____

Phone Number () _____ Number of Years Known _____

Name and Position _____

Address _____

Phone Number () _____ Number of Years Known _____

Miscellaneous

Add here any additional information that will assist in arriving at a true estimate of your skills/qualifications.

As an applicant for employment with Ottawa-Glandorf Schools, I understand that Senate Bill 38 requires a criminal record check be conducted prior to employment on all job applicants who are under final consideration who may be responsible for the care, custody, or control of a child. If I am under final consideration for employment, I hereby grant permission for such a records check by the Bureau of Criminal Identification and Investigation (BCII) and for the release of any information obtained to the administration and board of education of the prospective employing district.

I also understand that Senate Bill 38 allows that the applicant can be made responsible for the cost of obtaining this record check. Failure to do so may result in the applicant not being considered for employment.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date _____