

New Boston Local Schools

522 Glenwood Avenue
New Boston, OH 45662
740-456-4626
Fax: 740-456-5252

Employment Application for Classified Personnel

Position Sought: _____ Date: _____

Full time: _____ Substitute: _____

Personal Data

Name: _____ Social Security Number: _____
Last First Middle

Present Address: _____ Telephone: _____
Number Street Home Work

_____ How long at present address: _____
City State Zip

Previous Address: _____ How long at previous address: _____
Number Street

_____ City State Zip

Education

List most recent first

Institution	Address/City/State/Zip	Date Attended	Major Area(s) of Study	Diploma/Degree And/or Semester Hours

Experience

List most recent first

Institution	Address/City/State/Zip/Phone	Your position	Your immediate Supervisor/Phone	Dates of Employment/Salary

References

Please list the names and complete addresses of persons/supervisors having knowledge of your character and any related work performance

Name	Official Position	Address/City/State/Zip/Phone

Level of skills and machine operated

Computers _____	Dictation _____
Software _____	Other _____
Typing _____	

Experience Working with Children (Explain)

Preschool _____	Special Needs Children _____
Other _____	

Other

Have you ever been convicted of any of the following: (A) a felony; (B) a misdemeanor that would be a felony on the second offense; (C) any sex offense; (D) any offense of violence; (E) any theft offense; (F) any drug abuse offense?

Yes _____ No _____

If yes, please explain nature and date(s) of occurrence(s): _____

It is understood and agreed that New Boston Local Schools 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 inquiries.

I understand that if I am employed prior to the District's 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's rules and regulations regarding application/employee criminal records and disclosure of criminal conviction listed in category other.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being 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 _____

New Boston Local Schools
An equal Opportunity Employer