

# New Boston Local Schools

1 Glenwood Tiger Trail  
New Boston, OH 45662  
740-456-4626  
Fax: 740-456-6402

## 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
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Experience

List most recent first

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

## 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