

**TEAYS VALLEY LOCAL SCHOOL DISTRICT**

385 Circleville Avenue, Ashville, Ohio 43103  
Phone: 740-983-5000 Fax: 740-983-4158



**CLASSIFIED EMPLOYMENT APPLICATION**

What position(s) are you applying for?  Bus Driver  Cafeteria  Custodian  Educational Aide  Secretarial  
 Full-Time Employment  Part-Time Employment  Substitute only

**PERSONAL INFORMATION:**

\_\_\_\_\_  
Last Name First Name M.I. Maiden Name  
\_\_\_\_\_  
Street Address City Zip SSN # \_\_\_\_\_  
\_\_\_\_\_  
Home Phone Cell Phone Email Address

**EMPLOYMENT HISTORY:** (List full-time and/or part-time employment held within the past 7 years beginning with your current employment. Include any military service assignments.)

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Month/Year Month/Year  
Supervisor Name: \_\_\_\_\_ May we contact them?  Yes  No

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Month/Year Month/Year  
Supervisor Name: \_\_\_\_\_ May we contact them?  Yes  No

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Month/Year Month/Year  
Supervisor Name: \_\_\_\_\_ May we contact them?  Yes  No

Include explanation of any gaps in employment: \_\_\_\_\_  
\_\_\_\_\_

Are you retired?  yes  no Years of experience related to position you are applying for: \_\_\_\_\_

Are you a member of STRS, SERS, or a private retirement plan? \_\_\_\_\_

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**EDUCATION:**

High School \_\_\_\_\_  
Location \_\_\_\_\_  
  
College \_\_\_\_\_  
Location \_\_\_\_\_

Did you graduate? \_\_\_Yes \_\_\_No  
GED or Equivalent? \_\_\_\_\_  
Degree/Semester Hours: \_\_\_\_\_  
Course of Study: \_\_\_\_\_

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**TRAINING/SPECIAL SKILLS:**

\_\_\_ Computer Skills      \_\_\_ ParPro Test Passed      \_\_\_ CDL License Received      \_\_\_ Military Training  
\_\_\_ Fax Machine/Copier      \_\_\_ Educational Certificate      \_\_\_ Associates Degree      \_\_\_ CPR Training  
\_\_\_ Multi-line Phone      \_\_\_ Other: \_\_\_\_\_

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**REFERENCES:** (Work related not family members)

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

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**OTHER:**

Are you currently employed? \_\_\_yes \_\_\_no      If yes, where? \_\_\_\_\_

Do you have any physical defects which would prevent you from performing the duties required of a bus driver, custodian, cook, secretary, etc.: \_\_\_yes \_\_\_no      If yes, please describe. \_\_\_\_\_

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): \_\_\_\_\_

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Proof of citizenship /immigration status will be required upon employment.

**CRIMINAL RECORDS CHECK:**

I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must in accordance with House Bill 190, provide an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCII) if I come under final consideration for employment. I recognize that there will be a charge and unless I pay the fee, I will not be considered for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION RELEASE:**

I certify the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge. I understand that any false information, failure to list all employment experiences, omissions or misrepresentations of fact called for in this application can result in the rejection of my application, or if employed, termination of my employment with the Teays Valley Local School District. I give the potential employer the right to investigate references and secure additional information about me, if job related. I hereby release from liability the potential employer and its representatives for seeking such information and all other persons, corporations and organizations furnishing such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Teays Valley Local School District is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, disability, or national origin in the educational programs and activities it operates.