

# Highland Local Schools

## Non-Teaching Job Application

An Equal Opportunity Employer



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Permanent Address: \_\_\_\_\_  
Street City State Zip

Cell: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Home: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

Current Position: \_\_\_\_\_

Desired Position: Bus Driver \_\_\_\_ Custodian \_\_\_\_ Educational Assistant \_\_\_\_ Kitchen \_\_\_\_  
 Secretarial \_\_\_\_ Other: \_\_\_\_\_

Educational Background:	Name of Institution/Location	Years Completed	Degree Earned	Hours Earned Post Degree
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Graduate Work	_____	_____	_____	_____
Special	_____	_____	_____	_____

**Former Employers:** Please List Most Recent First

Dates	Name of Employer	Address	Job Title
From _____ To _____	_____	_____	_____

Name/Title of Supervisor: \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Salary \_\_\_\_\_

Dates	Name of Employer	Address	Job Title
From _____ To _____	_____	_____	_____

Name/Title of Supervisor: \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Salary \_\_\_\_\_

Dates	Name of Employer	Address	Job Title
From _____ To _____	_____	_____	_____

Name/Title of Supervisor: \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Salary \_\_\_\_\_

**Military Experience:**      Branch: \_\_\_\_\_      Rank: \_\_\_\_\_      Length of Service: \_\_\_\_\_

**Additional Information Requested**

Are you currently working under a contract with another school district?      Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your employer?      Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a legal right to live and work in the United States?      Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

Please list at least three(3) references who have first-hand knowledge of your character, personality, scholarship and work ability.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

It is understood and agreed upon 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 from seeking such information and all other persons, corporations or organizations for furnishing such information.

Applicant Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Please return your application to:  
Highland Local Schools  
6506 St. Rt. 229  
Marengo, OH 43334  
P: 419-768-2206  
F: 419-768-3115

## REQUEST FOR A CRIMINAL HISTORY RECORD CHECK

Highland Local School District  
Marengo, OH 43334

The district is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment. An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, I understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. I may be deemed ineligible to work for the District based on the results of my background check and immediately released from employment as a result.

I hereby authorize such a records check by the Bureau of Criminal Intelligence and Investigation and the FBI.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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