

**APPLICATION FOR EMPLOYMENT FOR CLASSIFIED POSITIONS
 CELINA CITY SCHOOLS
 585 E. LIVINGSTON STREET
 CELINA OH 45822**

Application Date _____

Procedures:

1. Please complete this application and return to: **Personnel Office, Celina City Schools Board of Education, 585 E. Livingston Street, Celina OH 45822-1784.**
2. After review of the completed application and other requested materials, interviews will be arranged with selected candidates for vacant positions.
3. If you need assistance in completing this application, please contact the receptionist @ 419-586-8300 Ext 1000.

Demographic Information:

Last Name	First	Middle
Street Address		
City	State	Zip
Home Phone	Work Phone	Date of Birth (Optional)
Social Security Number		
College attended _____		Degree _____
Technical School attended _____		Degree _____
High School attended _____		Diploma _____
Did you serve in the military? _____ Which Branch? _____		
Do you have an honorable discharge? _____		

For what position are you applying? Please check below:

Aide _____	Cafeteria _____	Secretary _____	Custodian _____	Maintenance _____
Bus Driver _____		Do you have a CDL? _____ What Kind? _____		
List skills that qualify you for this position: _____				

Can you and are you willing to start employment as a substitute? _____				
When will you be available to begin work? _____				

References:

NAME	ADDRESS	PHONE NO.

Employment: (Start with present or most recent employer.)

DATES	EMPLOYER	ADDRESS	PHONE NO.	POSITION

It is understood and agreed that Celina City Schools Board of Education 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 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 rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions listed in category **OTHER**.

Signature

Date

I promise that the information contained in this application and in my resumé is true and complete, and I understand if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resumé, I understand that my employment may be 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

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

Signature

Date

Celina City School District provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, sex, religion, or handicapping condition.