

# Carlisle Local Schools

230 Jamaica Rd. • Carlisle, OH 45005 • Warren County • 937-746-0710

## APPLICATION CLASSIFIED / SUPPLEMENTAL / SUBSTITUTE

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

Position you're applying for: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### **EDUCATION: Name • Location • Years Attended • Graduate Yes/No**

High School: \_\_\_\_\_

College: \_\_\_\_\_

Other: \_\_\_\_\_

### **WORK EXPERIENCE: How Long • Reason for Leaving**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

During the past 5 years, how many days have you missed work due to illness or other reasons? \_\_\_\_\_

### **CHECK TYPE OF WORK EXPERIENCE:**

Electrical Repair \_\_\_ Carpentry \_\_\_ Plumbing \_\_\_ Welding \_\_\_ Custodial \_\_\_ Auto Mech. \_\_\_  
Bus/Truck Driving \_\_\_ CDL's \_\_\_ Food Service \_\_\_ Cashier \_\_\_ Computer \_\_\_ Typing \_\_\_  
Bookkeeping \_\_\_ Payroll \_\_\_ Childcare \_\_\_ Grounds keeping \_\_\_ Gen. Maintenance \_\_\_

Are you able to be punctual and regular in an assigned work schedule? \_\_\_\_\_

Have you ever been disciplined, non-renewed, or terminated from a position of employment as a result of allegations of poor performance or wrongdoing? \_\_\_\_\_

**LIST THREE BUSINESS REFERENCES:**

- 1. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT’S CONSENT TO BACKGROUND INVESTIGATION**

Ohio law requires a Board of Education to conduct a criminal record check of any applicant who is receiving final consideration for a position involving the care, custody, or control of school children. Further, a Board of Education must be able to communicate freely with the persons listed as references by the applicant, as well as other persons and organizations who may have knowledge of the qualifications and fitness of the applicant for the position.

By your signature below, you agree to:

- 1) Be fingerprinted for both State and Federal background checks by an authorized agency, at the expense of the applicant.
- 2) Provide copies of the background check results for both State (Ohio Bureau of Criminal Identification and Investigation) and Federal (FBI) to the Board of Education. Result reports must not be more than 12 months old.
- 3) Authorize the Board of Education to make inquiries of past employers, and other persons and entities, whether listed among your references or not, for the purpose of determining your qualifications and fitness for the position.

The completion of this section is required for further consideration of your application.

\_\_\_\_\_  
*Applicant’s Signature*

\_\_\_\_\_  
*Date*

Any material misrepresented on this application form constitutes sufficient cause for rejection of the applicant, and for any termination at any time during employment.

\*\* Bus/van driver applicants will not be eligible for employment until the abstract and physical forms have been completed and received in the personnel office.

***CARLISLE BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER.***