

ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT

141 Lloyd Road
West Union, OH 45693
Telephone: 937-544-5586
FAX: 937-544-3720

APPLICATION FOR EMPLOYMENT OF CONFIDENTIAL EMPLOYEE

AN EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer. Any information solicited by this application is not to be construed as a solicitation of information to render a decision based upon race, color, religion, age, sex, national origin or ancestry of any person, but is only to be used in determining the applicant's ability to meet the job criteria and perform the job satisfactorily.

INSTRUCTIONS:

1. All requested information must be furnished. The information will be used to determine your qualifications for employment.
2. It is important that you answer all questions on your statement fully and accurately; failure to do so may delay its consideration, and could mean loss of employment opportunities.
3. If an item does not apply to you, or if there is no information to be given, please write in the letters N/A for "not applicable."
4. Applications will remain on file for one year. Applicants will need to reapply after August 1 of each year.

01. **Date:** _____
(Month) (Day) (Year)

02. **NAME:**
_____/_____/_____
(Last) (First) (Middle or Maiden)

03. **PERMANENT ADDRESS:**

(Mailing Address)

(City) (State) (Zip)

Phone: (_____) _____
(_____) _____
(Home) (Cell)

TEMPORARY ADDRESS:
Until date of: _____

(Mailing Address)

(City) (State) (Zip)

Phone: (_____) _____
(_____) _____
(Home) (Cell)

04. **DATE AVAILABLE FOR EMPLOYMENT:** _____
(Month) (Day) (Year)

05. **REFERENCES:** (Please list the name, position, and phone number of three individuals by whom you would like a reference given.)

A. _____ Phone: _____

B. _____ Phone: _____

C. _____ Phone: _____

06. **EDUCATION:**

Requirement for employment: must have a diploma or GED. **Please attach a copy.**

Name of High School	Location (City, State)	Date of Graduation
_____	_____	_____

List additional schooling: Name and type of school, location, degree (if applicable):

School	Location	Date Attended	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

07. **EMPLOYMENT EXPERIENCE:** List all full-time employment in chronological order, with present employment first. (Use additional pages if necessary.)

A. Name and Address of School or Other Employer: _____

B. Duties (grade level, subjects, position, etc.): _____

C. Dates Employed: from _____ to _____ Years: _____ Months: _____

D. Name of Supervisor: _____ Phone: _____

E. Approximate annual salary: \$ _____

F. Reason for Leaving: _____

A. Name and Address of School or Other Employer: _____

B. Duties (grade level, subjects, position, etc.): _____

C. Dates Employed: from _____ to _____ Years: _____ Months: _____

D. Name of Supervisor: _____

E. Approximate annual salary: \$ _____

F. Reason for Leaving: _____ Phone: _____

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- A. Name and Address of School or Other Employer: _____

- B. Duties (grade level, subjects, position, etc.): _____

- C. Dates Employed: from _____ to _____ Years: _____ Months: _____
- D. Name of Supervisor: _____ Phone: _____
- E. Approximate annual salary: \$ _____
- F. Reason for Leaving: _____
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- A. Name and Address of School or Other Employer: _____

- B. Duties (grade level, subjects, position, etc.): _____

- C. Dates Employed: from _____ to _____ Years: _____ Months: _____
- D. Name of Supervisor: _____ Phone: _____
- E. Approximate annual salary: \$ _____
- F. Reason for Leaving: _____
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08. Please describe your computer skills and experience with office applications and other software:

09. Please describe your experience with DASL: _____

10. Can you perform the essential functions of the job, with or without a reasonable accommodation?
YES [] NO [] If no, please explain: _____

11. REMARKS: Please add any information you may consider pertinent to your application for employment. _____

12. Have you ever been convicted of a felony and/or a misdemeanor of a sexual nature of moral turpitude? YES [] NO [] If yes, please explain: _____

13. **PLEASE READ CAREFULLY BEFORE SIGNING.**

The information as submitted on this application is accurate to the best of my knowledge. I understand that falsification of any information submitted on this application shall be cause for dismissal from service.

Date

Signature of Applicant

Please return to:

**Personnel Department
ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT
141 Lloyd Road
West Union, OH 45693**