

**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 CLASSIFIED EMPLOYEES**

**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. <b>PERMANENT ADDRESS:</b>	<b>TEMPORARY ADDRESS:</b>
_____	Until date of: _____
(Mailing Address)	(Mailing Address)
_____	_____
(City) (State) (Zip)	(City) (State) (Zip)
<b>Phone:</b> (_____) _____	<b>Phone:</b> (_____) _____
(_____) (Home)	(_____) (Home)
(_____) (Cell)	(_____) (Cell)

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

05. **TYPE OF CLASSIFIED EMPLOYMENT DESIRED**  
(Please rate order of preference: e.g. 1, 2, 3, etc., Highest = 1)

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| _____ Account Clerk      | _____ Attendance Officer | _____ Bus Driver           |
| _____ Secretary          | _____ Cook               | _____ Distribution Driver  |
| _____ Aide: Educational  | _____ Custodian          | _____ Bus Mechanic         |
| _____ Aide: Special Ed   | _____ Nurse              | _____ Supervising Mechanic |
| _____ Aide: Medical Aide | _____ :                  | _____ Maintenance Engineer |

If a full-time position is not available in any of the above areas, are you interested in being a substitute? YES [ ] NO [ ]

(Applicants who are called for substitute work and who regularly fail to respond will be removed from the substitute list and their application considered void.)

If applying for an **Account Clerk, Educational Aide, Secretary**: Do you type? Yes [ ] No [ ]

If "Yes," how many words per minute do you type? \_\_\_\_\_ WPM

If applying for a **Bus Driver, Distribution Driver, Supervising Mechanic, Bus Mechanic**:

Do you have a valid Ohio Driver's License? Yes [ ] No [ ]

Do you have a valid Ohio Commercial Driver's License with School Bus (Type B) Endorsement? Yes [ ] No [ ]

06. **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: \_\_\_\_\_

\_\_\_\_\_

07. **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

08. **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: \_\_\_\_\_

- 
- 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: \_\_\_\_\_ Phone: \_\_\_\_\_
  - E. Approximate annual salary: \$ \_\_\_\_\_
  - F. Reason for Leaving: \_\_\_\_\_

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

\_\_\_\_\_

10. REMARKS: Please add any information you may consider pertinent to your application for  
employment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. 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: \_\_\_\_\_

\_\_\_\_\_

12. **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**