SENECA EAST LOCAL SCHOOL DISTRICT



13343 EAST US 224
ATTICA, OH 44807
WWW.SE-TIGERS.COM

APPLICATION FORM— NON-CERTIFIED

Position(s) Applying For:_____ **Date of Application:**_____

PERSONAL INFORMATION

Name: _____

Address, City, State, Zip: _____

Telephone #: _____ Email Address: _____

How were you referred to us? _____

May we contact you at work? □ Yes □ No Work number & best time to call: _____

Date available for work: _____ Type of employment desired: □ Full-time □ Part-time □ Substitute

Will you work overtime if required? □ Yes □ No Are you on lay-off and subject to recall? □ Yes □ No

Have you applied here before? □ Yes □ No Do you have relatives currently employed here? □ Yes □ No

EDUCATIONAL BACKGROUND

Name/Location of Institution	Year (s)	Degree/Diploma	Major

REFERENCES - List 3 personal references not related to you.

Name	Address	Telephone	Years Known

AFFILIATIONS/AWARDS - List professional, trade, business, or civic associations and any offices held, special accomplishments or awards, and any other information you would like us to consider.

_____

_____

EMPLOYMENT HISTORY - List your employers for the past 10 years, starting with the most recent. Be sure to provide the month and year worked at each job. Explain any gaps in employment in the "Comments" section below.

Present/Last Employer		Dates Employed	
Address/Phone		Hourly Rate/ Salary (Starting)	
Job Title			
Supervisor and Title		Hourly Rate/ Salary (Final)	
Reason for Leaving			
Summarize job responsibilities:			

Prior Employer		Dates Employed	
Address/Phone		Hourly Rate/ Salary (Starting)	
Job Title			
Supervisor and Title		Hourly Rate/ Salary (Final)	
Reason for Leaving			
Summarize job responsibilities:			

Prior Last Employer		Dates Employed	
Address/Phone		Hourly Rate/ Salary (Starting)	
Job Title			
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Address/Phone		Hourly Rate/ Salary (Starting)	
Job Title			
Supervisor and Title		Hourly Rate/ Salary (Final)	
Reason for Leaving			
Summarize job responsibilities:			

Comments: _____

MILITARY SERVICE

Branch: _____ Service Location: _____

Served From: _____ To: _____ Rank at Separation: _____

SKILLS AND QUALIFICATIONS

□ Typing _____ WPM	□ Microsoft Access	□ Mac Computer	□ Plumbing
□ Microsoft Outlook	□ Copier	□ Secretarial	□ Electrical
□ Microsoft Word	□ Printer	□ Multi Line Phone System	□ Carpentry
□ Microsoft Excel	□ Scanner	□ Office Calculator	□ CDL; Expiration: _____
□ Microsoft Powerpoint	□ Fax	□ Machine/ Engine Repair	

□ Other: _____

AUTHORIZATION - Please read carefully and sign your name if you agree to the terms of this understanding.

◊ It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from employment at *Seneca East Local School District* if I have been employed.

◊ I give *Seneca East Local School District* the right to investigate all references and to secure additional information about me, if job related.

◊ I herby release from liability *Seneca East Local School District* and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

◊ *Seneca East Local School District* is an Equal Opportunity Employer. The School does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

◊ This application is current for only 90 days. At the conclusion of this time, if I have not hear from *Seneca East Local School District* and still wish to be considered for employment, it will be necessary to complete a new application.

◊ I understand that I am free to resign at any time and that *Seneca East Local School District* reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the School has the authority to make any assurances to the contrary.

◊ I understand it is School policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA.

◊ I authorize investigation into all statements and references contained in this application. Such investigation may include credit, driving record, criminal background, references, and other background checks. By applying for this position, I also authorize any post-hire investigation into my credit, driving, and criminal background.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the School discovers the violation of its policy regarding application form dishonesty.

Signature of Applicant_____ **Date**_____

(For Office Use Only): Date Received_____

Seneca East Local Schools is an Equal Opportunity Employer