Office Use Only
__/__/__ Interviewed
__/__/__ Hired
__/__/__ Sub Assignment
__/__/__ Regular Assignment

MATHEWS LOCAL SCHOOL DISTRICT
4096 Cadwallader Sonk Rd.
Cortland, OH 44410
Administrative Offices: 330-637-3500

APPLICATION FOR CLASSIFIED POSITION

Applying for: Secretary ( ) Aide ( ) Bus Driver ( ) Custodian ( ) Cafeteria ( ) Other _____

PERSONAL DATA

Name _____ Social Security Number _____
(Last Name) (First Name) (Middle)

Address _____ _____
(Number and Street) (City) (State) (Zip) (Phone)

EDUCATIONAL QUALIFICATIONS

High School _____

Post High School _____

College _____

Describe specialized training, apprenticeships and skills _____

_____

MILITARY AND WORK EXPERIENCE

Branch of Military Service _____ From _____ to _____ Total Years Service _____

List most recent employment experience first:

Employer _____ From _____ to _____ Total Years Service _____

Address _____ Phone _____

Work Performed _____

Employer _____ From _____ to _____ Total Years Service _____

Address _____ Phone _____

Work Performed _____

REFERENCES

List the names, occupations, and addresses of three references:

	Name	Address	Occupation	Phone
1.				
2.				
3.				

Secretarial Applicants Please list the computer programs you operate: _____

Bus Driver Applicants Do you possess a current Certified Driver's License (CDL) with bus driver endorsement? _____ List License Number _____ Have you ever had your driver's license revoked? ____ If yes, please explain: _____

_____

All Applicants Please list family members currently employed by the Mathews Local Board of Education: _____

_____

BACKGROUND INVESTIGATION & AFFIDAVIT

You are instructed to read the following carefully, to check the truthful response to item * at the bottom, and to sign and date this affidavit.

As a potential candidate for employment in the Mathews Local School District, you are hereby notified that a criminal records check, including fingerprints, will be required of you should you eventually come under final consideration for employment, and that a satisfactory criminal records check is a precondition for employment in our district. Should we require you to submit your fingerprints to the Bureau of Criminal Investigations, we will supply you with the appropriate form and directions, and instruct you where to obtain the required fingerprint impressions. If you cannot supply proof that you have resided in Ohio for the past five years, the Federal Bureau of Investigation will be asked to conduct additional testing on your fingerprints. We may choose to employ you conditionally pending receipt of the results of a BCI check.

If the criminal records check shows that the applicant has been convicted of or plead guilty to any of the following, he/she will not be employed by the Mathews Local School District. Likewise, any applicant who fails or refuses to cooperate in a criminal records check will not be employed by the Mathews Local School District.

The specific criminal offenses which operate as a bar to employment are:

* Murder or aggravated murder
* Voluntary or involuntary manslaughter
* Assault, felonious assault, aggravated assault
* Failure to provide proper care for functionally impaired person
* Aggravated menacing
* Patent abuse or neglect
* Kidnapping, abduction
* Child stealing or child enticement
* Rape
* Sexual battery
* Felonious sexual penetration
* Sexual imposition or gross sexual imposition
* Corruption of a minor
* Importuning
* Voyeurism
* Public indecency
* Prostitution or procuring prostitution
* Compelling or promoting prostitution
* Pandering obscenity and/or child pornography
* Disseminating matter harmful to juveniles
* Pandering any sexually oriented materials involving or depicting minors
* Use of minor in nudity-oriented materials/performance
* Robbery or burglary or aggravated
* Unlawful abortion
* Endangering children
* Contributing to unruliness or delinquency of child
* Domestic violence
* Carrying concealed weapon
* Having weapon while under disability
* Discharging firearm at or into school or residence
* Corrupting another with drugs
* Trafficking in drugs
* Placing harmful objects or substances in food
* Any other felony as per ORC 3319.31
* Any other offense of violence as per ORC 3319.31
* Any other theft offense as per ORC 3319.31
* Any other drug abuse offense not a minor misdemeanor

*** Have you ever been convicted of or plead guilty to any violation above?**

☐ **NO** ☐ **YES** **If Yes, submit a letter of explanation with this affidavit.**

My signature below authorizes Mathews Local School District to conduct any investigation necessary to determine my qualifications for employment, and authorizes release of information in connection with this application. I certify that I have made true, correct and complete responses on this application, and that to do otherwise is reason not to employ, or to discharge if I am employed by the school district.

_____ _____

Signature of Applicant **Date**

MATHEWS LOCAL SCHOOL DISTRICT COMPLIES WITH ALL APPLICABLE LAWS GOVERNING EMPLOYMENT PRACTICES AND DOES NOT DISCRIMINATE ON THE BASIS OF ANY UNLAWFUL CRITERIA