

MEDINA COUNTY SCHOOLS' EDUCATIONAL SERVICE CENTER

CLASSIFIED PERSONNEL APPLICATION

Thank you for your interest in the Medina County Schools' Educational Service Center. Your completed application will be filed in our offices. Please make sure that all items on the application are completed and that all requested material is enclosed. Please send all materials to the following address:

Medina County Schools' Educational Service Center
Attn: Personnel Department
124 W. Washington Street
Medina, Ohio 44256

(330) 723-6393 (330) 225-7100 (330) 336-6657

FOR OFFICE USE ONLY

(Date)

Application _____
Screening _____
Nomination _____
Board Approval _____

PLEASE PRINT OR TYPE

Date:

Name:

Last	First	Middle
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Social Security Number:

Other names under which former applications may be listed:

Last	First	Middle
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Temporary Address:

Street & Number	Apt. No.	City	State	Zip
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Work or Temporary Telephone:

Permanent Address:

Street & Number	Apt. No.	City	State	Zip
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Permanent Telephone:

Position desired: 1st choice _____ 2nd choice _____ 3rd choice _____

Full time _____ Part time _____ Date available for employment _____

Have you lived in the State of Ohio continuously for the past five years? Yes _____ No _____

The Medina County Schools' Educational Service Center is an equal opportunity employer and as such, is consistent with applicable federal and Ohio law, and does not discriminate on the basis of race, color, religion, gender, age, ancestry, national origin, or disability.

EDUCATION:

Please list in order of attendance.

High School/ Vocational/ Technical/College/University	State	Degree Earned	Graduation Date	G.P.A

COMPUTER EXPERIENCE:

Please check the programs/computer applications in which you have received training:

- | | | | |
|-----------------------------------|---|---|---|
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> Netscape | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Firefox | <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Microsoft Publisher | |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Windows | |

WORK/VOCATIONAL EXPERIENCE:

Begin with the most recent.

Company	Location	Type of Work	Dates of Employment

MILITARY SERVICE RECORD:

Induction Date	Discharge Date	Branch of Service	Length of Service Years Months Days

REFERENCES:

List the names of at least three references who have firsthand knowledge of you and your work (vocational applicants, include former employers).

Name & Position	Present Address	Telephone Number

PLEASE RESPOND TO ALL OF THE FOLLOWING QUESTIONS

Have you been convicted of any felony, any violation of O.R.C. 2907.04, O.R.C. 2907.06, O.R.C. 2907.07 (A), or O.R.C. 2907.07 (C), any offense of violence, theft offense, or drug abuse offense that is not a minor misdemeanor or a substantially comparable ordinance or statute under federal, state (in state/out of state), or municipal (in state/out of state) law? (CONVICTION WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT.)

Yes _____ No _____ If yes, please explain:

Has your employment contract ever been terminated under O.R.C. 3319.16, 3319.081, 124.34, and/or a collective bargaining agreement or a comparable federal or state law? (TERMINATION WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT.)

Yes _____ No _____ If yes, please explain:

If you had a teaching certificate has it ever been revoked, suspended, or terminated under Ohio or any other comparable state law? (PROCEEDINGS INVOLVING YOUR CERTIFICATE WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT.)

Yes _____ No _____ If yes, please explain:

Have suspension and/or termination proceedings under Ohio or comparable federal and state law ever been initiated against you? (THE INITIATION OF A PROCEEDING WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT.)

Yes _____ No _____ If yes, please explain:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I also understand that I am required to abide by all policies, rules, and regulations of the Medina County Schools' Educational Service Center.

I understand that items 1 & 2 below must be on file in the Personnel Department in order for an application to be complete. Items 3 - 9 must be on file prior to final employment. 1) Classified Personnel Application, 2) Copy of placement credentials and/or three professional references, 3) Current T.B. test (within 90 days prior to employment), 4) I-9 Form, 5) Bureau of Criminal Investigation Records Check Form, 6) Bureau of Criminal Investigations (BCI) Fingerprint Check, 7) FBI Fingerprint Check (if applicable), 8) Blood Borne Pathogens Training, 9) Hazardous Communications Training, and 10) Sexual Harassment Training.

I understand that the Medina County Schools' Educational Service Center may wish to verify the statements I have made in this application. I hereby give my permission for the Medina County Schools' Educational Service Center or its authorized representative(s), either at this time or any time during my employment with the Educational Service Center, to request and review any of my employment records, court records, and/or police records from any local, state, or federal agency keeping such records.

The undersigned certifies that he/she has answered the above questions knowingly and truthfully to the best of his/her ability.

Date

Applicant

CANDIDATE'S SECTION

Please complete this section in your own handwriting. Please present in narrative style your reason(s) for wishing to be employed by the Medina County Schools' Educational Service Center. If you so desire, you may elaborate on any of the questions or information in this application.