

Antwerp Local School

303 South Harrmann Road

Antwerp, OH 45813

Phone: 419-258-5421

FAX: 419-258-4041

DR. MARTIN MILLER, SUPERINTENDENT

KRISTINE STUART, TREASURER

NON-CERTIFIED PERSONNEL APPLICATION FORM

PROCEDURES:

1. Please complete this application and return to the address above.
2. Please enclose a copy of the following:
 - a. Your teaching/aide certification(s)
 - b. Ohio Revised Code Requires a Criminal Records (BCII) and also an FBI check on All School Employee Candidates Before Employment Becomes Final
 - c. A copy of your Social Security Card
 - d. A copy of your Driver's License
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

DEMOGRAPHIC INFORMATION

Name	_____	_____	_____
	Last	First	Middle
Address	_____	City _____	State _____ Zip _____
Phone	_____		

FOR WHAT POSITION ARE YOU APPLYING? Please check below:

Aide _____	Clerical _____	Custodial _____	Cafeteria _____	Bus Driver _____	Other _____
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CERTIFICATION AREA(S) (Please list certificates you presently have or those you anticipate receiving as a result of completion of studies)

Type Levels	Areas	Grade

EDUCATION (If you have not yet graduated, please list degree and date anticipated)

	School/Location	Major/Minors (if applicable)	Year of Graduation or Type of Degree
High School Attended			
Colleges and Universities			

EMPLOYMENT EXPERIENCE

Dates	Employer	Address	Position	Extra Duties

Are you involved in any organization outside your profession? Yes No
 If yes, have you held or do you hold any leadership position? Yes No

AVAILABILITY & SALARY

Part-Time Only <input type="checkbox"/>	Full-Time Only <input type="checkbox"/>	Either <input type="checkbox"/>
Salary Expected _____	Date Available _____	

REFERENCES (Including former employers)

Name	Position	Address	Phone

May we contact the above listed references? Yes No _____ Date _____ Initial _____

It is understood and agreed that Antwerp Local School may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (Ohio BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the receipt of the BCII report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experience as verified by contacts with former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employment criminal records and disclosure of criminal convictions listed in category OTHER.

Signature Date

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

Signature Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

Signature Date

Antwerp Local School provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, sex, religion, or handicapping condition.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.