



*Ensuring the highest quality education  
to prepare all students for their futures  
through an innovative, diverse and safe  
learning environment.*

**Wheelersburg Local Schools**  
**PO Box 340**  
**Wheelersburg, OH 45694**  
**Phone (740) 574-8484**  
**Fax (740) 574-6134**  
**[www.wheelersburg.net](http://www.wheelersburg.net)**

## **Applicant Information Cover Sheet**

1. All persons wishing to be considered for employment must complete the Application for Employment.
2. Applicants shall be screened on the basis of their application and references. Personal interviews are scheduled with selected applicants.
3. Applications will be considered active for twelve (12) months from the date filed. If you are hired, it becomes part of your official employment record.

### **A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:**

- ✓ Receipt of completed and signed application form.



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**APPLICATION FOR CLASSIFIED EMPLOYMENT**

**Personal Information:** (Please complete using computer or print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Street Address Home phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code Work phone (\_\_\_\_) \_\_\_\_\_

**Position:**

Interested in: (check all that apply)

- Part-time
- Full-time
- Substitute

- Secretary
- Teacher's Aide (paraprofessional license will be required)
- Bus Driver (must have CDL with school bus endorsement)
- Custodian
- Maintenance
- Mechanic

Are you presently under contract to another district? Yes  No

Date contract expires: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

**Licensure:**

Enclose a copy of your Ohio CDL or Paraprofessional license (if required for the position you are applying for) and complete the information below pertaining to it.

Ohio License Type	Certificate/License Number	Expiration Date

Do you hold a valid Ohio Driver's License? Yes  No

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Candidates are subject to a criminal/background check, including fingerprinting.

**Education:**

High School	Location

College	Location	Field/Major	Degree

**Employment History:** (Most recent position first)

Attach separate sheet if more room is needed.

Employer	Address	Position	Supervisor	Phone	Dates Mo/Yr to Mo/Yr

**References:**

1. Must provide 3 references and must include current employer, if employed, or last employer, if not currently employed.
2. References from relatives or persons who can evaluate only your personality and character are not acceptable

Name	Position/Relationship	Mailing Address	Phone

**Additional Information:**

Check appropriate answer. Candidates are subject to a criminal/background check, including fingerprinting.

**Yes    No**

- \_\_\_\_\_    \_\_\_\_\_ Have you ever been suspended, dismissed, fired, or discharged from a position of employment?  
\_\_\_\_\_    \_\_\_\_\_ Have you ever been asked to resign from a position of employment?

If your answer to any of the above questions is yes, please explain below or on a separate page and include with application.

1. Please give a candid description of yourself, stressing those personal qualities which you feel characterize your work and abilities. (attach sheet if more space is required)

**READ CAREFULLY BEFORE SIGNING:**

The undersigned applicant hereby expressly authorizes the Wheelersburg Local School District Board of Education, its agents, and its employees to check references, obtain transcripts from educational institutions, investigate my personal or employment or employment history, and perform other investigations as allowed by law.

I recognize that under Ohio Revised Code 3319.39(A), the District must request a criminal background check from the FBI and Bureau of Criminal Investigation, unless certain exceptions apply. If I have been convicted of an offense described by Ohio Revised Code 3319.39(B), or other applicable laws and regulations, I may not be eligible for employment. Any offer of employment is contingent on a successful background check in compliance with Ohio law. Accordingly, I authorize the District perform statutorily required background checks.

Furthermore, I recognize that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

In consideration of the review of my employment application by the Wheelersburg Local School District Board of Education, its members, officers, agents or its employees, I hereby release the Wheelersburg Local School District Board of Education and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

I have read the information contained in this application carefully and have given is true and accurate. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If any of your educational or employment records are under any other name(s) other than the above name, please provide other name(s):  
\_\_\_\_\_

An Equal Opportunity Employer