

# APPLICATION FOR EMPLOYMENT

## COVENTRY LOCAL SCHOOL DISTRICT

3257 Cormany Rd.  
Coventry Twp., OHIO 44319

*This application may be returned to the above address, mailed, or Faxed to (330) 644-0159*

**Position desired:**  Clerical  Substitute Status (check below areas of interest)  
 Custodian  Custodial Helper  
 Lunch Assistant/Attendant  Secretary  
 Bus Driver/Attendant  Classroom Assistant/Attendant  
 Cook/Cafeteria  Bus Driver  
 Class Assistant/Attendant  Bus Attendant  
 Other  Cook's Helper  
 Lunch Assistant/Attendant

Full Time Status?  Part Time Status?

\_\_\_\_\_  
Last Name First Name M.I. Today's Date

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Home Phone Business Phone Cell Phone

Date Available \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Special Training or Skills: \_\_\_\_\_  
\_\_\_\_\_

### Education:

High School \_\_\_\_\_ Did you graduate?  Yes  No  
Location \_\_\_\_\_

College \_\_\_\_\_ Degree: \_\_\_\_\_  
Location \_\_\_\_\_ Course of Study: \_\_\_\_\_  
\_\_\_\_\_

### Personal Information:

Other \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_  
Location \_\_\_\_\_ Course of Study: \_\_\_\_\_  
\_\_\_\_\_

**Employment History:** Please give accurate, complete full-time and part-time employment record starting with most recent employer.

1. \_\_\_\_\_  
Name of Employer                      Name of Supervisor                      Telephone

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year    Month /Year    Job Title

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Name of Employer                      Name of Supervisor                      Telephone

\_\_\_\_\_  
Street Address    City    State    Zip Code

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year    Month /Year    Job Title

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
Name of Employer                      Name of Supervisor                      Telephone

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year    Month/Year    Job Title

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

**References:**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
3. Name \_\_\_\_\_ Phone \_\_\_\_\_

**U.S. Military Service:**

Branch \_\_\_\_\_ Rank \_\_\_\_\_

National Guard / Reserve Obligation \_\_\_\_\_

**Other:**

Have you ever been convicted of, pled guilty to or pled no contest to a crime other than a minor traffic offense? \_\_\_\_\_Yes \_\_\_\_\_No

If Yes, what were/are the details of the offense? \_\_\_\_\_

**Criminal Records Check:**

I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must, in accordance with Ohio law, both provide a set of fingerprints and satisfactorily pass a criminal record check if I come under final consideration for employment. I recognize that there will be a charge and unless I pay the fee, I will not be considered for employment.

X Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature:**

I hereby declare the information provided by me is true, correct and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I understand the Coventry Local School District may want to verify the statements I have made in this application. I hereby give my permission for the Coventry Local School District, either at this time or any time to request and review any employment records from previous employers; court records; and police records from any local, state or federal agency keeping such records. I also authorize the Coventry Local School District to obtain oral and written recommendations from the persons listed on this application, from all previous employers, and from persons listed as personal references.

I further understand that I may be requested to complete a test prior to being considered for employment, full-time, part-time, or on a substitute basis.

The Coventry Local School District reserves the right to accept or decline any applicant and all decisions will be considered final.

X Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature attests that applicant has read all of the above and accepts the conditions of employment

Applicant Comments:

**The Coventry Local School District does not discriminate on the basis of race, color, creed, national origin, sex or handicap in employment opportunities or educational programs and activities operated by the District.**