

# COVENTRY LOCAL SCHOOLS

Russell A. Chaboudy, Superintendent

Lee Ann Weisenmiller, Treasurer



Dear Substitute Applicant:

Thank you for your interest in working as a classified substitute for Coventry Local Schools.

The following information is intended to help you understand the process of being employed as a substitute in the district. All steps must be completed, in the order listed, prior to your being placed on the official substitute listing.

With this letter is an application, or you may download an application from the website. Once you have completed the application, please return it to Michael Sasz in the Treasurer's Office. There is a drop-off box outside of the Treasurer's Office for your convenience. Please note: it is not necessary to meet with Mr. Sasz when you deliver your application. You may also mail or fax your application to the above address or number. You may attach a resume as well. Your application will be reviewed and forwarded to the appropriate supervisor in charge of the area(s) in which you wish to substitute. You may be called for an interview, at the discretion of the supervisor. Please provide the phone number at which you can most easily be reached. If you do not hear from us your application will be kept on file for six months and periodically reviewed as other openings become available.

If you are chosen as a substitute, you will be required to have the state-mandated BCI and FBI background checks completed (information is on the reverse side of this letter). The substitute applicant covers the cost of the fingerprinting. Please do not move forward with any pre-employment steps until you have had an interview.

Substitutes working directly with students are also required to hold an Educational Aide Permit. ***The only areas not requiring this permit are clerical, custodial and cafeteria.*** Please access the link addressed [www.ode.state.oh.us](http://www.ode.state.oh.us) from our website or your browser to download the application as follows:

- On the menu bar – select “teaching”
- Select the “educator licensure application”
- Select “educational aide permit & monitor”
- Print and complete the application

***Do not send your application to the Ohio Department of Education.*** This form must be returned to Michael Sasz in the Treasurer's Office along with your check or money order made payable to ***Treasurer, State of Ohio.*** Upon completion of a clear record of the necessary background checks, and once the application for your Educational Aide permit is in process (if required for position), your name will be placed on the official listing of substitutes.

Job descriptions for all positions requiring substitutes are posted on the district's website at [www.coventryschools.org](http://www.coventryschools.org). A current substitute pay scale is on the reverse side of this letter.

Again, thank you for your interest in working as a substitute for the Coventry Local School District.

***Lee Ann Weisenmiller, Treasurer  
on behalf of the Coventry Board of Education***

**COVENTRY LOCAL SCHOOLS CLASSIFIED SUBSTITUTE HOURLY RATES**

***EFFECTIVE AUGUST, 2009***

<b><u>CLASSIFIED JOB</u></b>	<b><u>RATE</u></b>
Custodial Helpers	\$ 9.00/hr.
Bus Drivers	\$12.00/hr.
Field Trip Driver	\$10.40/hr.
Secretary	\$ 8.50/hr.
Classroom Assistant	\$ 7.50/hr.
Attendants – Classroom/Bus/Lunch (1-3 students)	\$ 7.50/hr.
Lunch Recess Assistant	\$ 8.00/hr.
Cook’s Helper	\$ 7.50/hr

**FINGERPRINTING –(AT EMPLOYEE’S EXPENSE)**

**During the 2009-2010 school year, background checks will be done by appointment only at Portage Lakes Career Center. Please call Lori Coates at 330-896-8226 to schedule an appointment.**

**Your cost is \$30 for BCI, \$35 for FBI or \$65 for both.**

**Payment must be made at the time of service. We accept cash, money order, or check payable to “Portage Lakes Career Center.” No credit cards please.**

**You must bring your driver’s license or official State ID, and know your social security number.**

# APPLICATION FOR EMPLOYMENT

## COVENTRY LOCAL SCHOOL DISTRICT

3257 CORMANY ROAD

AKRON, 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?

### Personal Information:

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Social Security #

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

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

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

### Education:

High School \_\_\_\_\_  
Location \_\_\_\_\_  
\_\_\_\_\_

Did you graduate?  Yes  No  
If NO, do you have your GED?  
 Yes  No

College \_\_\_\_\_  
Location \_\_\_\_\_  
\_\_\_\_\_

Degree: \_\_\_\_\_  
Course of Study: \_\_\_\_\_

Other \_\_\_\_\_  
Location \_\_\_\_\_  
\_\_\_\_\_

Degree/Certificate: \_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_

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**References:**

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

**U.S. Military Service:**

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

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

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**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.**