

Written Application for Classified Staff

KENTON CITY SCHOOL DISTRICT

222 West Carrol St.
Kenton, Ohio 43326
(419) 673-0775

"Inspiring All to Inquire, Dream and Excel"

Application Classified Employment

Last Name: _____ First Name: _____ Middle Initial : _____

Street Address: _____ Date of Application: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Are you employed in education at the present time? _____

If yes, indicate the school system and the position.

What is your present occupation?

Are you under contract at the present time? _____

If yes, please give the expiration date. _____

When would you be available for employment by the Kenton City School District?

How did you learn about the opening in our district?

Applying for permanent position _____

Applying for substitute position _____

**Indicate the position for which
you are applying:**

Bus Driver: _____

Custodian: _____

Educational Assistant: _____

Cafeteria: _____

Secretary: _____

Other: _____

Notification

The Board of Education declare it to be policy of this District to not discriminate among individuals on the basis of race, color, religion, sex, national origin, ancestry, genetic information, age or disability.

EDUCATION

Name of School and Location	Course of Study	Did you graduate?	Dates: From	To
College				
High School				

EMPLOYMENT HISTORY (LIST MOST RECENT EMPLOYER FIRST)

Company's Name Address Phone Number	Dates: From	To	Name of Supervisor	State Job Title and Describe Your Work	Reason for Leaving

PERSONAL AND PROFESSIONAL REFERENCES

Name	Address	Position	Telephone Number

EXPERIENCE AND QUALIFICATIONS FOR JOB APPLYING FOR:

APPLICATION

We appreciate the time and interest you have given into completing this application to the Kenton City School District. We hope to reciprocate this by giving your application prompt consideration. Upon receipt of your application, it will be processed and placed in our active file for consideration when openings occur. . If you have other questions concerning employment in the Kenton City School District, we will make every effort to answer them for you.

All Applications Should Be Renewed Annually.

Salary Schedule

Employees are placed on the current salary schedule in accordance with their training and experience.

Fringe Benefits

Longevity pay, family hospitalization, life insurance, professional and personal days and sick leave are a few of the benefits.

Certification/Licensure

The individual employee assumes the responsibility of obtaining and renewing certification/licensure which must be filed with the Superintendent of Kenton City Schools.

"I hereby certify that the answers on this application are true and correct to the best of my knowledge and belief and that any deliberate misrepresentation of fact contained herein may be grounds of invalidating any contract commitments resulting from this application. I understand that my employment will be subject to the laws of the State of Ohio and to the job description and policies adopted by the County/Local Boards of Education."

Date: _____ Signature: _____

It is understood and agreed that the Kenton City School District may contact former employer(s) for verification of my employment history and compliance with the Bureau of Criminal Identification and Investigation (BCI) for background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the District's receipt of the BCI 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 criminal records and disclosure of convictions.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being 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. **Furthermore, 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.**

Signature: _____ Date: _____

KENTON CITY SCHOOLS
Supplement to Application for Classified Employment

First Name:

Last Name:

Date:

Position Applying For:

The questions below are a primary screening tool for all professional employment opportunities in the Kenton City School District. Each question may be answered in 250 words or less.

1. If there were absolutely no restrictions placed on you, what would you most want to do in life?
2. How would people with whom you have worked describe you? Explain.
3. In the position that you are applying for, how do you view your responsibilities?

FOR OFFICE USE ONLY

****Applicants, please do not write on this page.****

Date Received

_____	Resume
_____	Application Sent _____
_____	Application Completed and Returned
_____	Reference Check
	1) _____
	2) _____
	3) _____
_____	Tests Administered: _____
_____	Other: _____

Additional Information/Comments:

APPLICANT WRITTEN FORMS EVALUATION

Position Applying For: _____

Skills Needed For This Position: _____

Experience Needed: _____

Name of Applicant: _____

Scale 1-4 with 4 being the highest

- Resume
 - High readability (grammar, punctuation, spelling, signature) _____
 - Experience _____
 - Educational background _____
 - References strongly recommend the candidate
 - Reference #1 _____
 - Reference #2 _____
 - Reference #3 _____
 - Application
 - High readability (grammar, punctuation, spelling, signature) _____
 - Certification is an exact match _____
 - Past experience is a match _____
 - _____
 - _____
 - _____
- Course work has been taken in
- _____
- _____
- _____

TOTAL: _____