



LICKING HEIGHTS LOCAL SCHOOL DISTRICT
6539 Summit Road SW
Pataskala, OH 43062



APPLICATION FOR CLASSIFIED EMPLOYMENT

Applying for (circle): FULL-TIME PART-TIME SUBSTITUTE

Position(s) (circle): Library Aide Bus Driver Cafeteria
 Educational Aide Custodian Secretary
 Nurse Transportation Asst.
 Other _____

PERSONAL DATA

Date Available _____ Telephone () _____

Name _____
 (Last) (First) (Middle)

Present Address _____
 (Street) (City) (State) (Zip)

EDUCATION

Name and location of high school _____

Highest grade completed _____ Graduated: Yes _____ No _____

Post-Secondary Education (list institution and years attended) _____

EMPLOYMENT/EXPERIENCE

List below your employment record for the past ten years, starting with the most recent:

<u>Employer</u>	<u>From</u> _____ <u>To</u> _____	<u>Reason for Leaving</u>

State your job qualifications for the position you seek: _____

REFERENCES

List names, addresses and telephone numbers of persons/supervisors having knowledge of your character and any related work performance: (Do not include relatives)

1. _____
2. _____
3. _____

SKILLS

If you are applying for a secretarial position:

1. What is your typing speed (WPM) _____
2. Indicate business machines you can operate (office machines, computer, software) _____

If you are applying for a bus driver position:

1. Do you possess a valid Ohio Driver's License? _____ CDL _____
Bus Driver Endorsement? _____
2. Has your license ever been suspended for any reason? _____
If yes, explain: _____

If you are applying for a custodial/maintenance position:

1. List equipment you can operate (machine tools, vehicles, construction equipment, etc.) _____

EMPLOYMENT VERIFICATION AND CRIMINAL RECORDS CHECK

The Licking Heights Local School District is required to inform all applicants of the following:

1. The applicant will be subject to BCII & FBI background checks.
2. The applicant must provide fingerprint impressions to the school district.
3. The applicant will not be employed unless he/she satisfactorily completes the BCII & FBI checks.
The applicant is required to pay for processing the BCII and FBI background checks.
4. Applicant may be required to provide a driving abstract record upon request.

It is understood and agreed that the Licking Heights Local Board of Education may contact former employer(s) for verification of any employment history and the Bureau of Criminal Identification and Investigation (BCII) and FBI for background checks and I hereby consent to such inquiries.

I understand that if I am employed prior to the District's receipt of the BCII & FBI reports and verification of my work experience, my continued employment will be conditional on:

1. Satisfactory work experience as verified by contacts with former employers.
2. Receipt of a report demonstrating that I am in compliance with the Board of Education's rules and state law regarding applicant/employee criminal records and disclosure of criminal conviction.

I further understand that falsification on any and all information on this application shall result in disqualification of/or termination of employment. I certify that the information is true and accurate to the best of my knowledge.



Signature: _____ Date: _____



**LICKING HEIGHTS LOCAL SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

LICKING HEIGHTS LOCAL SCHOOL DISTRICT

STATEMENT OF JOB APPLICANT CONCERNING CRIMINAL RECORD

(O.R.C. 3319.39)

I, _____ have not been convicted of, or entered a guilty plea to, any of the following offenses OR AN
PRIOR OR EXISTING LAWS OF OHIO WHICH ARE SUBSTANTIALLY SIMILAR OR ANY PRIOR OR EXISTING LAWS OF
ANOTHER STATE OR THE FEDERAL GOVERNMENT WHICH ARE SUBSTANTIALLY SIMILAR:

2903.01	Aggravated murder	2907.21	Compelling prostitution		
2903.02	Murder	2907.22	Promoting prostitution	2919.25	Domestic violence
2903.03	Voluntary manslaughter	2907.23	Procuring	2923.12	Carrying concealed weapons
2903.04	Involuntary manslaughter	2907.25	Prostitution	2923.13	Having weapons while under disability
					Improperly discharging a firearm at or into a habitation or school
2903.11	Felonious assault	2907.31	Disseminating matter harmful to juveniles	2923.161	
2903.12	Aggravated assault	2907.32	Pandering obscenity	2925.02	Corrupting another with drugs
2903.13	Assault	2907.321	Pandering obscenity involving a minor	2925.03	Trafficking in drugs
2903.16	Failing to provide for a functionally impaired person	2907.322	Pandering sexually oriented matter involving a minor	2925.04	Illegal manufacture of drugs or cultivation of marijuana
2903.21	Aggravated menacing	2907.323	Illegal use of minor in nudity-oriented material or performance	2925.05	Funding of drug or marijuana trafficking
2905.01	Kidnapping	2911.01	Aggravated robbery	2925.06	Illegal administration or distribution of anabolic steroids
2905.02	Abduction	2911.02	Robbery	2925.11	Drug possession (other than minor offense)
2905.04	Child stealing (former law)	2911.11	Aggravated burglary	3716.11	Placing harmful objects in food or confection
2905.05	Child enticement	2911.12	Burglary		
2907.02	Rape	2919.12	Unlawful abortion		
2907.03	Sexual battery	2919.22	Endangering children		
2907.04	Corruption of a minor	2919.23	Interference with custody(child stealing)		
2907.05	Gross sexual imposition	2919.24	Contributing to unruliness or delinquency of a child		
2907.06	Sexual imposition				
2907.07	Importuning				
2907.08	Voyeurism				
2907.09	Public indecency				
2907.12	Felonious sexual penetration				

OR

**ANY FELONY, OR ANY OFFENSE OR VIOLENCE, THEFT OFFENSE,
OR DRUG ABUSE OFFENSE, UNDER EITHER STATE LAW OR ANY
SIMILAR MUNICIPAL ORDINANCE, THAT IS NOT A MINOR MIS-DEMEANOR.**

Falsification of this statement shall be grounds for termination of employment.

(Signature of Applicant)*

Date signed: _____

(PRINT FULL NAME)

**If you cannot sign this form for any reason please write an explanation on the reverse side or discuss directly with the hiring officer.*