

# New Riegel Local Schools

44 N. Perry Street  
New Riegel, Ohio 44853

**Application for Employment (Non-Certified)**

**Please Print Legibly**

Position Applied For \_\_\_\_\_

Date of Application \_\_\_\_\_

New Riegel Local School District (hereinafter the "School") observes equal opportunity employment laws with respect to nondiscrimination on the basis of sex, race, sexual orientation, color, creed, age, national origin and disability in the recruitment and hiring of employees.

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

Street Address/City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

May we contact you at work  Yes  No Work number & best time to call \_\_\_\_\_

Date available for work \_\_\_\_\_ Type of employment desired: Full Time  Part-time

Do you currently hold a valid driver's license?  Yes  No

Will you work overtime if required?  Yes  No Are you on lay-off and subject to recall?  Yes  No

Have you applied here before?  Yes  No Do you have relatives currently employed here?  Yes  No

## EDUCATIONAL BACKGROUND

School	Years Completed	Degree/Diploma	GPA/Class Rank	Major

**REFERENCES**- List 3 Personal references not related to you.

Name/Address/City/Zip	Telephone	Years Known

**AFFILIATIONS/AWARDS**-List professional, trade, business, or civic associations and any offices held, special accomplishments or awards, and any other information you would like us to consider:

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**EMPLOYMENT HISTORY**- List your employers for the past 10 years, starting with the most recent. Be sure to provide the month and year worked at each job. Explain any gaps in employment in the "Comments" section below.

Present/Last Employer	Telephone	Dates Employed		Summarize job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Starting		
		\$	Per	
Prior Employer	Telephone	Dates Employed		Summarize job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Starting		
		\$	Per	
Prior Employer	Telephone	Dates Employed		Summarize job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Starting		
		\$	Per	
Prior Employer	Telephone	Dates Employed		Summarize job responsibilities
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Immediate Supervisor and Title		\$	Per	
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		\$	Per	
Prior Employer	Telephone	Dates Employed		Summarize job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Starting		
		\$	Per	

Comments (explain any gaps in employment):

## MILITARY SERVICE

Branch \_\_\_\_\_ Service Location \_\_\_\_\_

Served From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at Separation \_\_\_\_\_

## SKILLS AND QUALIFICATIONS

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Typing _____ WPM | <input type="checkbox"/> Keyboarding             | <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Microsoft Office |
| <input type="checkbox"/> Printer          | <input type="checkbox"/> Scanner                 | <input type="checkbox"/> Copier          | <input type="checkbox"/> Google           |
| <input type="checkbox"/> Fax              | <input type="checkbox"/> Multi Line Phone System | <input type="checkbox"/> Plumbing        | <input type="checkbox"/> Electrical       |
| <input type="checkbox"/> Carpentry        | <input type="checkbox"/> Engine Repair           | <input type="checkbox"/> Machine Repair  | <input type="checkbox"/> Other Skills     |

Other: \_\_\_\_\_

- It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from employment at *New Riegel Local School District* if have been employed.
- I give *New Riegel Local School District* the right to investigate all references and to secure additional information about me, if job related.
- I hereby release from liability *New Riegel Local School District* and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
- *New Riegel School District* is an Equal Opportunity Employer. The School does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.
- This application is current for only 90 days. At the conclusion of this time, if I have not heard from *New Riegel Local School District* and still wish to be considered for employment, it will be necessary to complete a new application.
- I understand that I am free to resign at any time and that *New Riegel Local School District* reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the School has the authority to make any assurance to the contrary.
- I understand it is School policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA.
- I authorize investigation into all statements and references contained in this application. Such investigation may include credit, driving record, criminal background, references and other background checks. By applying for this position, I also authorize any post-hire investigation into my credit, driving and criminal background.
- "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 of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***New Riegel Local School District is an Equal Opportunity Employer***