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Van Wert, OH 45891
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202 N. Cherry St.
PO Box 176
Paulding, OH 45879
Ph: 419-399-4711
Fax: 419-399-3346

JOHN BASINGER, SUPERINTENDENT

KRISTINE STUART, TREASURER

NON-CERTIFIED PERSONNEL APPLICATION FORM

PROCEDURES:

1. Please complete this application and return to either of the addresses above.
2. Please enclose a copy of the following:
 - a. Your teaching/aide certification(s)
 - b. Ohio Revised Code Requires a Criminal Records (BCII) and also an FBI check on All School Employee Candidates Before Employment Becomes Final
 - c. A copy of your Social Security Card
 - d. A copy of your Driver's License
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

DEMOGRAPHIC INFORMATION

Name _____			
Last	First	Middle	
Address _____		City _____	State _____ Zip _____
Home Phone _____	Cell Phone _____	Email Address _____	

FOR WHAT POSITION ARE YOU APPLYING? Please check below:

Aide _____	Clerical _____	Custodial _____	Cafeteria _____	Other _____
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CERTIFICATION AREA(S) (Please list certificates you presently have or those you anticipate receiving as a result of completion of studies)

Type Levels	Areas	Grade

EDUCATION (If you have not yet graduated, please list degree and date anticipated)

	School/Location	Major/Minors (if applicable)	Year of Graduation or Type of Degree
High School Attended			
Colleges and Universities			

EMPLOYMENT EXPERIENCE

Dates	Employer	Address	Position	Extra Duties

Are you involved in any organization outside your profession? Yes No
 If yes, have you held or do you hold any leadership position? Yes No

BUILDINGS OF SUBSTITUTION (Indicate (X) the school buildings at which you are willing to substitute:

<input type="checkbox"/> Antwerp Elementary	<input type="checkbox"/> Antwerp High School	<input type="checkbox"/> Crestview Elementary	<input type="checkbox"/> Crestview High School
<input type="checkbox"/> Grover Hill Elementary	<input type="checkbox"/> Lincolnview Elementary	<input type="checkbox"/> Lincolnview High School	<input type="checkbox"/> Payne Elementary
<input type="checkbox"/> Wayne Trace High School	<input type="checkbox"/> Thomas Edison Preschool	<input type="checkbox"/> ED (Emotionally Disturbed)	<input type="checkbox"/> Alternative or Opportunity

AVAILABILITY & SALARY

Part-Time Only <input type="checkbox"/>	Full-Time Only <input type="checkbox"/>	Either <input type="checkbox"/>
Salary Expected _____	Date Available _____	

REFERENCES (Including former employers)

Name	Position	Address	Phone

May we contact the above listed references? Yes No _____ Date _____ Initial

It is understood and agreed that Western Buckeye Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (Ohio BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the receipt of the BCII 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 Board of Education rules and regulations regarding applicant/employment criminal records and disclosure of criminal convictions listed in category OTHER.

Signature Date

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be 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.

Signature Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

Signature Date

Western Buckeye Educational Service Center provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, gender, religion, disability, ancestry, and/or military status.