

202 N. Cherry St.  
P.O. Box 176  
Paulding, OH 45879  
Phone: 419-399-4711  
FAX: None (email or scan)



813A N. Franklin  
Van Wert, OH 45891  
Ph: 419-238-4746  
Fax: 419-238-6259

THOMAS L. TAYLOR, SUPERINTENDENT

TRICIA TAYLOR, TREASURER

**NON-CERTIFIED EMPLOYEE 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 _____
------------	----------------	-----------------	-----------------	-------------

**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 Degree (diploma)
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"/> Synergy Learning Center	<input type="checkbox"/> Vantage Career Center
<input type="checkbox"/> Van Wert EC Center	<input type="checkbox"/> Van Wert Elementary	<input type="checkbox"/> Van Wert Middle School	<input type="checkbox"/> Van Wert High School

**AVAILABILITY & SALARY**

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

**REFERENCES – MUST have at least 3** (Including former employers, NO relatives, please. May include school administrators or staff members)

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. (If applicable)

\_\_\_\_\_  
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.

