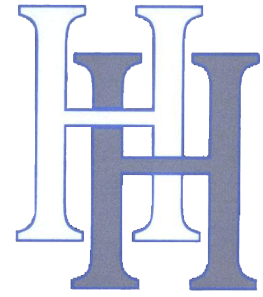


HARRISON HILLS CITY SCHOOLS
730 Peppard Ave.
Cadiz, OH 43907
APPLICATION FOR EMPLOYMENT
 Non-Certified Personnel
 Phone: (740) 942-7800
 Fax (740) 942-7808



I. Position Desired - check one

Custodian _____	Secretary _____
Cafeteria _____	Bus Driver _____
Mechanic _____	Aide _____
Maintenance _____	Other _____
	Specify Job

Would you like to be on the substitute list _____

II. Personal Information:

Email address _____

Social Security Number _____

Name _____
(Last) (First) (Middle/Maiden)

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

Home Telephone (____) _____ Cell # (____) _____

Have you ever applied to the Harrison Hills City Schools before? Yes _____ No _____

If so, for what position? _____ Date of Application _____

Have you ever been employed by the Harrison Hills City Schools before? Yes _____ No _____

If so, indicate under what name, position, and dates of employment _____

III. Education

(It is the applicant's responsibility to furnish all documents, data, and/or proof of education included in this application)

	Name and Address	No. of Years Completed	Diploma Received (Yes / No)
High School			
College			
Other			

IV. Experience

Name of Employer: _____ From: _____ To: _____
Address: _____ Phone: (____) _____
Job Title: _____
Reason for leaving: _____ Full Time: _____ or Part-Time _____
Name and title of supervisor _____

Name of Employer: _____ From: _____ To: _____
Address: _____ Phone: (____) _____
Job Title: _____
Reason for leaving: _____ Full Time: _____ or Part-Time _____
Name and title of supervisor _____

Name of Employer: _____ From: _____ To: _____
Address: _____ Phone: (____) _____
Job Title: _____
Reason for leaving: _____ Full Time: _____ or Part-Time _____
Name and title of supervisor _____

Name of Employer: _____ From: _____ To: _____
Address: _____ Phone: (____) _____
Job Title: _____
Reason for leaving: _____ Full Time: _____ or Part-Time _____
Name and title of supervisor _____

V. References

Name _____ Position: _____

Address: _____

Phone: (____) _____

Name _____ Position: _____

Address: _____

Phone: (____) _____

Name _____ Position: _____

Address: _____

Phone: (____) _____

Name _____ Position: _____

Address: _____

Phone: (____) _____

VI. Space is provided below for additional information regarding the position(s) for which you are applying and for additional information not covered by this application.

VII. Additional Information

Have you ever been convicted of a crime (misdemeanor or felony?) Yes No If yes, give date and circumstances on an attached page.

I authorize Harrison Hills City Schools to make an investigation of my personal employment history and to conduct a criminal records check. I hereby authorize my previous employers to provide all information which they may have concerning my past employment. I release the Harrison Hills City School District Board of Education and all previous employers from any potential liability resulting from the release of information.

I have read this information carefully and certify that the information I have given is correct and complete. I understand that the falsification of any statement on this application, or in any personal interview, will constitute grounds for nonemployment/dismissal.

Signed _____ Date _____

The Harrison Hills City School system is an Equal Opportunity Employer. As such, the system is required by Federal/State legislation to provide employment opportunity for all applicants without regard to race, color, religion, national origin, sex, age, or disability.

VIII. Criminal Background Check

The Harrison Hills City School District has adopted a policy to maintain the integrity of our employees and insure a positive learning environment for our students. The criminal background check policy requires that, as a condition of employment, a criminal background check will be conducted on all candidates recommended for employment.

The criminal background check/web check will be initiated following the recommendation of an applicant for employment. If the criminal background check does not reveal arrests/convictions that may affect the employability of the person, then, pending Board of Education approval, the person will be considered for employment with the Harrison Hills City School District. Final decisions about employment will be made after receiving results of the criminal background check/web check and a reference check.

Copies of the criminal background check/web check will be confidential and maintained in the Superintendent's Office.

National WebCheck Waiver

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize WebCheck agency (2UR565-Harrison Hills City School District) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) to conduct a criminal records check for information relating to me.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI & I and their employees' from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

Signature

Date