

REF. CHECK DATE _____
BCI DATE _____
INTERVIEW DATE _____
BOARD ACTION DATE _____

**BEAVER LOCAL SCHOOL DISTRICT
13093 STATE ROUTE 7
LISBON, OH 44432-9559
(330)385-6831**

APPLICATION FOR CLASSIFIED EMPLOYMENT

1. NAME _____
LAST FIRST MIDDLE DATE

2. ADDRESS _____
STREET CITY STATE ZIP CODE

3. TELEPHONE (_____) _____ SOCIAL SECURITY NUMBER ____-____-____

4. EMPLOYMENT DESIRED:
FULL YEAR _____ SCHOOL YEAR _____ PART-TIME _____ SUBSTITUTE _____
DATE AVAILABLE FOR EMPLOYMENT _____

_____ BUS DRIVER _____ SECRETARIAL/CLERK _____ CUSTODIAN
_____ FOOD SERVICE _____ EDUCATIONAL AIDE

OTHER: _____

5. HAVE YOU PREVIOUSLY WORKED FOR THE BEAVER LOCAL SCHOOL DISTRICT? _____ IF YES,
WHEN AND IN WHAT POSITION? _____

6. DO YOU HAVE RELATIVES WORKING FOR THE BEAVER LOCAL SCHOOL DISTRICT? _____ IF YES,
PLEASE INDICATE NAME AND RELATIONSHIP. _____

7. EDUCATIONAL DATA:

| TYPE OF SCHOOL | NAME/ADDRESS | GRADUATED (YES/NO) |
|------------------|--------------|--------------------|
| ELEMENTARY | | |
| HIGH SCHOOL | | |
| POST HIGH SCHOOL | | |

8. EMPLOYMENT DATE (BEGIN WITH CURRENT EMPLOYER):

| NUMBER YEARS EMPLOYED | EMPLOYER/ADDRESS | SUPERVISOR | POSITION | REASON FOR LEAVING |
|--------------------------|------------------|------------|----------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

MAY WE CONTACT YOUR PRESENT EMPLOYER? _____

9. PERSONAL REFERENCES (DO NOT USE FORMER EMPLOYERS OR RELATIVES):

| NAME | TITLE | COMPLETE ADDRESS | PHONE |
|------|-------|------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

10. HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO IF YES, PLEASE DESCRIBE CIRCUMSTANCES. _____

11. ARE THERE ANY OTHER EXPERIENCES OR SKILLS WHICH YOU FEEL WOULD ESPECIALLY QUALIFY YOU FOR THE POSITION YOU SEEK? _____

12. I HEREBY AUTHORIZE THE BEAVER LOCAL SCHOOL DISTRICT TO INQUIRE AND VERIFY INFORMATION CONTAINED HEREIN AND THE DISTRICT SHALL NOT BE LIABLE FOR ANY DAMAGE WHICH MAY RESULT FROM SUCH INQUIRY OR VERIFICATION. I UNDERSTAND THAT MAKING ANY MISLEADING OR UNTRUTHFUL STATEMENT ON THIS APPLICATION MAY RESULT IN MY DISMISSAL. IF ACCEPTED FOR EMPLOYMENT, I UNDERSTAND THIS APPLICATION WILL BECOME A PERMANENT PART OF THE BEAVER LOCAL SCHOOL DISTRICT PERSONNEL RECORDS.

SIGNATURE DATE

YOUR APPLICATION WILL REMAIN ACTIVE IN OUR FILES FOR ONE (1) YEAR FROM DATE OF COMPLETION. THE BEAVER LOCAL BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND IS IN COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973.

13. CLASSIFIED STAFF

CRIMINAL HISTORY RECORD STAFF

TO MORE ADEQUATELY SAFEGUARD STUDENTS AND STAFF MEMBERS, THE BOARD OF EDUCATION REQUIRES AN INQUIRY INTO THE BACKGROUND OF EACH APPLICANT THE SUPERINTENDENT IS SERIOUSLY CONSIDERING FOR EMPLOYMENT ON THE DISTRICT'S PROFESSIONAL STAFF.

THE SUPERINTENDENT SHALL ESTABLISH THE NECESSARY PROCEDURES FOR OBTAINING FROM THE BUREAU OF CRIMINAL IDENTIFICATION AND INVESTIGATION ANY INFORMATION ON THE APPLICANT REGARDING HIS/HER COMMISSION OF A FELONY OR A MISDEMEANOR ON A FIRST OFFENSE AND A FELONY ON SUBSEQUENT OFFENSES.

- A. TO FACILITATE SUCH INQUIRIES, THE SUPERINTENDENT IS AUTHORIZED TO REQUIRE AN APPLICANT TO SUBMIT A SET OF FINGERPRINTS WITH HIS/HER EMPLOYMENT APPLICATION.
- B. SHOULD IT BE NECESSARY TO EMPLOY A PERSON IN ORDER TO MAINTAIN CONTINUITY OF PROGRAM PRIOR TO RECEIPT OF THE BUREAU REPORT, THE SUPERINTENDENT SHALL ENSURE THAT THE PERSON UNDERSTANDS THAT THE EMPLOYMENT ARRANGEMENT IS CONDITIONAL BASED ON THE CONTENT OF THE BUREAU REPORT.

THE PROCEDURES SHALL ALSO ENSURE THAT ANY INFORMATION AND RECORD OBTAINED FROM SUCH INQUIRIES IS CONFIDENTIAL AND SHALL NOT BE RELEASED OR DISSEMINATED. IF THE BOARD DOES NOT EMPLOY THE PERSON, THE INFORMATION SHALL BE DESTROYED.

STATEMENT OF NONDISCRIMINATION

IT IS THE POLICY OF THIS DISTRICT THAT NO CANDIDATE FOR A POSITION IN THIS DISTRICT SHALL BE DISCRIMINATED AGAINST ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN OR CITIZENSHIP STATUS, CREED OR ANCESTRY, AGE, GENDER, MARITAL STATUS, NONDISQUALIFYING DISABILITY, HEIGHT, OR OTHER PROTECTED AGENCIES.

NEED TO ESTABLISH RIGHT TO WORK

IN ACCORDANCE WITH FEDERAL LAW, ANY PERSON EMPLOYED BY THIS DISTRICT MUST PROVIDE EVIDENCE THAT HE/SHE IS ELIGIBLE TO WORK IN THE UNITED STATES.