

# OTTAWA-GLANDORF SCHOOLS

## APPLICATION FOR NON-TEACHING EMPLOYMENT

*An Equal Opportunity Employer*

Please submit to: Ottawa-Glandorf Schools  
Administrative Offices  
630 Glendale Avenue  
Ottawa, OH 45875

Personal Data	Date _____
	Name _____ Last First Middle or Maiden Name
	Address _____ Street City and State Zip Code
	Daytime Phone _____ Home Work Cell Other
	Social Security Number _____ Position Applying For _____ *
	Type of Employment Desired Full-Time Part-Time Substitute
	*If applying for a bus driver, please provide: Driver's License Number _____ Date of Birth _____
	School District of Residence _____
	Have you ever been employed here before? Yes No
	Are you a citizen of the United States? Yes No
Have you been convicted of a felony in the last seven (7) years? Yes No	
If yes, please explain _____	

Education	Name of High School _____ Date Diploma was Received _____
	Name of College _____ Degree Earned and Date _____
	Major/Minor _____

Experience	<i>Please list most recent employers.</i>
	Place of Employment _____ Job Title/Duties _____ Dates Employed _____ Name of Immediate Supervisor _____ Reason for Leaving _____

Experience

Place of Employment \_\_\_\_\_

Job Title/Duties \_\_\_\_\_

Dates Employed \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Place of Employment \_\_\_\_\_

Job Title/Duties \_\_\_\_\_

Dates Employed \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

References

Name and Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Number of Years Known \_\_\_\_\_

Name and Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Number of Years Known \_\_\_\_\_

Name and Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Number of Years Known \_\_\_\_\_

Miscellaneous

Add here any additional information that will assist in arriving at a true estimate of your skills/qualifications.

\_\_\_\_\_

\_\_\_\_\_

As an applicant for employment with Ottawa-Glandorf Schools, I understand that Senate Bill 38 requires a criminal record check be conducted prior to employment on all job applicants who are under final consideration who may be responsible for the care, custody, or control of a child. If I am under final consideration for employment, I hereby grant permission for such a records check by the Bureau of Criminal Identification and Investigation (BCII) and for the release of any information obtained to the administration and board of education of the prospective employing district.

I also understand that Senate Bill 38 allows that the applicant can be made responsible for the cost of obtaining this record check. Failure to do so may result in the applicant not being considered for employment.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_