



PERRY LOCAL SCHOOLS

4201 – 13th Street S.W., Massillon, OH 44646-3498
(330) 477-8121 ~ FAX (330) 478-6184 ~ www.perrylocal.org

Non-Certified Employment Application

Ohio Revised Code (3313.39) requires a criminal check when the applicant is under final consideration for employment.

Position(s) applying for: _____
(Bus Driver, Food Service, Custodian, Maintenance, Secretary, Monitor, Teacher Aide, Library Clerk, Mechanic, other)

Personal Data

Name (last, first, middle) _____ Date of Application _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Other Phone _____
() ()

I'm looking for Full-Time Part-Time

Are you 18 or over? Yes No Would you accept substitute work? Yes No

If you have been convicted of a felony, this will prevent you from securing employment at Perry Local Schools.

Referred by _____

Education Record

High School _____

Address _____ Diploma: Yes No

College/University _____

Address _____

Degrees or Diplomas _____

Trade or Technical Training _____

Address _____

Degrees or Diplomas _____

Employment History

Begin with the most recent employer. Make copies of this sheet if additional space is needed.

1. Employer	Dates of Employment	
Address		
City	State	Zip
Phone ()	Beginning Salary	Ending Salary
Title/Duties	Supervisor's Name	
Reason for Leaving		
May we contact your present/former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Employer	Dates of Employment	
Address		
City	State	Zip
Phone ()	Beginning Salary	Ending Salary
Title/Duties	Supervisor's Name	
Reason for Leaving		
May we contact your present/former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

3. Employer	Dates of Employment	
Address		
City	State	Zip
Phone ()	Beginning Salary	Ending Salary
Title/Duties	Supervisor's Name	
Reason for Leaving		
May we contact your present/former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

List three professional references who are familiar with the quality of your work, have worked directly with you, and have known you at least two years.

1. References

Work Phone
()

Home Phone
()

Address

City

State

Zip

Relationship

2. References

Work Phone
()

Home Phone
()

Address

City

State

Zip

Relationship

3. References

Work Phone
()

Home Phone
()

Address

City

State

Zip

Relationship

It is understood and agreed that the Perry Local School District may contact former employer(s) for verification of my employment history including any testing which may have been done, and compliance with the Bureau of Criminal Identification and Investigation (BCI) for a background check and any other testing which may be required and I hereby consent to such inquiries.

I understand that if I am employed prior to the District's receipt of the BCI 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's rules and regulations and any other legal requirements regarding applicant/employee criminal records and disclosure of convictions.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being 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 _____

Special Skills

Keyboarding <input type="checkbox"/> Yes <input type="checkbox"/> No Words per minute: _____	Carpentry <input type="checkbox"/> Yes <input type="checkbox"/> No
Computer Skills <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Macintosh <input type="checkbox"/> IBM or compatible <input type="checkbox"/> Other _____	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
Software Knowledge (list programs) <input type="checkbox"/> Word Processing _____ <input type="checkbox"/> Spreadsheet _____ <input type="checkbox"/> Database _____ <input type="checkbox"/> Other _____	Can you lift a 40 lb. Container? <input type="checkbox"/> Yes <input type="checkbox"/> No

List other skills or equipment experience you have acquired. Please include any certification or license you may have.

Please detail any other information you feel is pertinent, such as special accomplishments, awards, etc.

FOR EMPLOYER'S USE ONLY

Interviewer	Date			Comments
Tests Administered	Date	Raw Score	Rating	Comments

STATEMENT OF NONDISCRIMINATION

It is the policy of the Perry 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, martial status, nondisqualifying, height, or other protected categories.

In accordance with Federal law, any person employed by this District must provide evidence that s/he is eligible to work in the United States.

Revised 2/26/16

Please return completed application to:
Perry Local School District
Office of the Director of Business Operations
4201 13th Street, S.W.
Massillon, OH 44646