

Westfall Local School District
19463 Pherson Pike
Williamsport, OH 43164
740-986-3671



APPLICATION FOR NON-TEACHING EMPLOYMENT

The Westfall Local School District is an Equal Opportunity Employer and any inquiry on this application is made in good faith and is not intended in any way to discriminate against applicants because of race, color, religion, sex, age, national origin or handicap.

PERSONAL INFORMATION: (Please print.)

Name: _____
(Last) (First) (M.I.) (Maiden Name)

Address: _____
(Street) (PO Box) (City) (ST) (Zip)

Home Phone: _____ Cell Phone: _____ E-mail: _____

How long have you resided at the present address? _____

EMPLOYMENT HISTORY: (List full-time and/or part-time employment held within the past seven (7) years beginning with your current employment. Include any military service assignments.)

Company Name: _____ Phone: _____

Address: _____ Job: _____

Employed From: _____ to _____ Reason for Leaving: _____

Supervisor Name: _____ May we contact them? _____Yes _____No

Company Name: _____ Phone: _____

Address: _____ Job: _____

Employed From: _____ to _____ Reason for Leaving: _____

Supervisor Name: _____ May we contact them? _____Yes _____No

Company Name: _____ Phone: _____

Address: _____ Job: _____

Employed From: _____ to _____ Reason for Leaving: _____

Supervisor Name: _____ May we contact them? _____Yes _____No

Include explanation of any gaps in employment: _____

Are you retired? _____Yes _____No Years of experience related to the position you are applying for: _____

Are you a member of STRS, SERS or a private retirement plan? _____Yes _____No

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EDUCATION:

High School: _____ Did you graduate? Yes No
Location: _____ GED or Equivalent? _____
College: _____ Degree/Semester Hours: _____
Location: _____ Course of Study: _____

TRAINING/SPECIAL SKILLS:

Computer Skills Para Pro Test Passed CDL License Military Training
 Fax Machine/Copier Educational Aide Certificate CPR Training
 Multi-line Phone Other: _____

POSITION(S) APPLYING FOR:

Bus Driver (CDL Number _____) Custodian Secretarial/Clerical
 Educational Aide Bus Aide Café
 Other: Please Specify _____
 Full-time Employment Part-time Employment Substitute Only

REFERENCES: (Work related not family members.)

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

OTHER:

Are you currently employed? Yes No If yes, where? _____
Do you have any physical defects which would prevent you from performing the duties required of a bus driver, custodian, café worker, secretary, etc.? Yes No If yes, please describe: _____

Have you ever been convicted of any of the following? (Please check any that apply.)
 A felony A misdemeanor that would be a felony on the second offense Any sex offense
 Any offense of violence Any theft offense Any drug abuse offense
If yes to any of the above convictions, please explain the nature and date(s) of occurrence(s): _____

Proof of citizenship/immigration status will be required upon employment.

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CRIMINAL RECORDS CHECK:

I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must in accordance with House Bill 190, provide an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCII) and additional checks at various times during my employment career.

CERTIFICATION RELEASE:

I authorize investigation of all matters related to this application for employment including any criminal records check. I agree that if, in the school's judgment, any misrepresentation or omission or that existence of a criminal record and/or falsification of information has been made by me or if the results of the school's investigation are unsatisfactory, any offer of employment may be withdrawn or if I am already employed by the school, employment may be immediately terminated. I understand that if employed by the Westfall Local Schools, I will abide by all rules and regulations of the school.

Applicant's Signature: _____

Date: _____

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