

# Holgate Local Schools



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## Application for Non-Certified Employment

*Holgate Local Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, disability, religion, ancestry, socio-economic status, sexual orientation, citizenship, veteran status, genetic information, or any other unlawful basis in its educational program, activities, employment policies, or admission policies and practices, as required by law.*

Qualified applicants who are disabled and require special assistance in responding to an employment announcement should call 419-264-5141.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Position Preference: \_\_\_\_\_

Full-Time  Part-Time  Substitute

Have you previously applied for a position with Holgate Local Schools?  Yes  No

Have you ever been employed by Holgate Local Schools?  Yes  No

If yes, please include position you were employed in and dates of employment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or asked to resign from a job? (If yes, please explain)  Yes  No

\_\_\_\_\_  
\_\_\_\_\_

High School: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Degree/Date: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Degree/Date: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Degree/Date: \_\_\_\_\_

Other: \_\_\_\_\_

**Licensure/Certification**

License/Cert Number	Start Date	Expiration	Type	Area(s)	Issuing State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Employment History**

Please give accurate, complete full-time and part-time employment records. Start with your most current position. If you held two or more jobs with the same employer, or have been employed in two different jobs at the same time, list each separately.

Place of Employment		Grade/Subject/Position	
Address (street, city, state, zip)			
Phone	Dates (to/from)	Total Years	
Supervisor	Rate of Pay	Number of Days Per Year	
Reason for Leaving			

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**Military Experience:**

Branch of Service: \_\_\_\_\_ Years (from/to): \_\_\_\_\_

In your own handwriting, please discuss the reasons you are applying for this position at Holgate Schools.

Please share the specific qualifications you possess which make you the best candidate for this position.

Please list your hobbies and interests.

Please list any professional or civic organizations in which you are a member.

If a position is unavailable, would you consider substituting?     Yes    No

**Please respond to the following questions:**

1. Have you ever provided "material assistance" to a terrorist organization as defined in ORC 2909.32? O Yes O No  
If yes, please explain: \_\_\_\_\_
2. Have you ever been non-renewed from public employment? O Yes O No  
If yes, please explain: \_\_\_\_\_
3. Have you previously retired from a public employment agency? O Yes O No  
If yes, please explain: \_\_\_\_\_

**Notifications:**

*I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must in accordance with Ohio Law, provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment.*

*I hereby authorize Holgate Local Schools to obtain from my former employers all data needed to support this application.*

*With the understanding that falsification of any information furnished on this application is grounds for the rejection of this application or, if I am hired, dismissal after my employment, I certify that all such information is true and complete to the best of my knowledge, and I hereby authorize agents of Holgate Local Schools and those acting in accordance with their direction to investigate same. I understand that any such investigation may include, but need not be limited to, a prescreening, an inquiry to the Ohio Bureau of Criminal Identification and Investigation and to other law enforcement agencies; I accordingly agree to cooperate promptly and fully during the application process in being fingerprinted and otherwise in completing and signing all forms required for any such inquiry, and I acknowledge that my failure to cooperate shall cause the rejection of my application. Further, I hereby give my permission to the Ohio Bureau of Criminal Identification and Investigation and other law enforcement agencies, as well as any and all other persons and entities who might have knowledgeable concerning information that I have provided on this form, to disclose to agents of Holgate Local Schools and those acting in accordance with their direction all pertinent information in their possession (expect to the extent that I have expressly stated otherwise on this form), and I release those so requisition, receiving and providing that information and their respective agents and principals, from any and all liability in connection therewith to the full extent permitted by law, and I voluntarily release this agency and any persons providing information from any liability in connection therewith to the full extent permitted by law, and I voluntarily authorize Holgate Local Schools to contact any references whose names I have submitted. I voluntarily authorize this agency and any persons providing information from any liability and claims relating to the use of information obtained. Additionally, I understand that if offered and I accept a position of employment and subsequently sign an employment contract with Holgate Local Schools, I recognize that the length of the employment relationship is for the dates listed and as a consequence offer my resignation from the position at the conclusion of the contract.*

An employee may be disqualified from employment if he/she has prior convictions that prevent employment in a given position under State and Federal laws. A list of disqualifying offenses will be provided to all applicants who are interviewed.

**Applicant printed name:** \_\_\_\_\_  
First MI Last

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Application procedure and hiring practice:**

A complete application process includes the following items:

1. Letter of interest and qualifications
2. A current resume
3. A completed district application
4. Copies of license/certificate if applicable
5. Three (3) original letters of reference

**Hiring decisions are based on the following criteria:**

1. Credentials, skills, and preparation
2. Experience and past performance record
3. Interview(s)
4. Evaluation of references