

**ZANE TRACE LOCAL SCHOOL DISTRICT**

946 STATE ROUTE 180  
CHILLICOTHE, OH 45601  
740-775-1355  
740-773-0249 (FAX)

**APPLICATION FOR NON-TEACHING EMPLOYMENT**

Zane Trace 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.

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

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_  
City St. Zip

How long at present address? \_\_\_\_\_

Have you had any previous injury that affected or could affect your job performance? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

Have you previously been employed by any school district? \_\_\_\_\_ Yes \_\_\_\_\_ No

Position \_\_\_\_\_ If yes, please list school district and immediate supervisor.

\_\_\_\_\_  
School Supervisor

Education (circle highest grade completed)    7   8   9   10   11   12   COLLEGE    1   2   3   4

Military Service: From \_\_\_\_\_ to \_\_\_\_\_

Branch of Service:

Military, Technical, Trade School, etc:

\_\_\_\_\_  
School

\_\_\_\_\_  
Date(s)

**PLEASE CHECK THE POSITION/POSITIONS BEING APPLIED FOR:**

_____ bus driver	(CDL: Yes No) Please Circle	CDL Number: _____
_____ custodian		_____ cafe worker
_____ educational aide		_____ other (please specify)
_____ secretary/clerical		

If substitute positions become available, would you be interested? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Do you require any special accommodations to perform duties associated with the positions you checked above?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please explain:

**WORK HISTORY:** List all employers beginning with present employer.

Employer's Name	Date (From-To)	What did you do?	Why did you Leave?
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**REFERENCES:** Please list name, address, and phone number of three (3) references

Name	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**AGREEMENT**

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 Zane Trace Local Schools, I will abide by all rules and regulations of the school.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**REQUEST FOR A CRIMINAL HISTORY RECORD CHECK**

The District is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment. An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, understand and agree that, pursuant to the law,

- A. The Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. Until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. I may be deemed ineligible to work for the District based on the results of my background check and immediately released from employment as a result.

I hereby authorize such a records check and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and any additional fees associated with an FBI check.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature