

Washington-Nile Local School District  
Applications for CLASSIFIED Substitute/Permanent Employment  
15332 US Hwy 52  
West Portsmouth, Ohio 45663

**PROCEDURES:**

1. Please complete this application and return to: Washington-Nile Local School District, 15332 US Hwy 52, West Portsmouth, Ohio 45663.
2. Please enclose a copy of the following:
  - a. Any License or Certificates that you have
  - b. Resume and list of references
  - c. Current State/Federal Background Check (must have a current background check before hiring)
3. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

**DEMOGRAPHIC INFORMATION**

Name	_____		
	Last	First	Middle
Address	_____		
City	_____	State _____	Zip _____ Phone _____

- Have you ever filed an application with us? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you ever been employed with us? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No
- May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Are you available to work? \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time
- Are you currently on "lay off" status and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you been convicted of a felony within the last seven (7) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

**FOR WHAT POSITION(S) ARE YOU APPLYING? Please check below:**

<input type="checkbox"/> Instructional Aide (Properly certified paraprofessional)
<input type="checkbox"/> Bus Driver
<input type="checkbox"/> Cafeteria Worker
<input type="checkbox"/> Custodian
<input type="checkbox"/> Secretarial
<input type="checkbox"/> Other _____

**CERTIFICATION AREAS(S)** Please list any certificates or license you may have, for example Boiler License, Bus Driver/CDL, or Instructional Aide Certificate/Certified Paraprofessional

Type

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EDUCATION	SCHOOL/LOCATION	COMPLETION DATE
High School Attended		
GED		
Colleges and Universities		

**OTHER EMPLOYEMENT EXPERIENCE**

Dates	Employer	Address	Position

**REFERENCES** (Give name address and telephone number of three references who are not related to you and are not previous employers)

Name	Position	Address	Phone

May we contact the above listed references? Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC AND OFFICES HELD. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap for other protected status.

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It is understood and agreed that Washington-Nile Local School District may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquires.

I understand that if I am employed prior to the 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 rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions listed in category OTHER.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I confirm the information contained in this application, resume, and other documents are true and complete. I understand that if it is not, I may be eliminated from consideration for this job. If, after being employed, falsehoods or omissions are discovered in my application, resume, or other documents, I understand that my employment may be 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

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs, activities, or employment opportunities.*