

Application for Non-Teaching Employment

Shawnee Local School District

3255 Zurmehly Rd.

Lima, Ohio 45806

General Information

Date of Application

Name

Last

First

Middle (Maiden)

Address

Street and Number

City

State

Zip Code

Telephone Number Home:

Work:

Email

Position(s) for which you are applying:

Willing to Substitute

Departments

Full Time

Part Time

Yes

No

Bus Driver

☐☐☐☐

Custodial

☐☐☐☐

Food Service

☐☐☐☐

Maintenance/Grounds

☐☐☐☐

Mechanic/Fleet

☐☐☐☐

Secretarial

☐☐☐☐

Study Hall Monitor

☐☐☐☐

Paraprofessional

☐☐☐☐

Summer Help

☐☐☐☐

Health Aide Assistant

☐☐☐☐

Educational Training

Education or Training	Name and Location	Degree and/or Course	Date(s) Attended	Date Graduated

Describe the technical training you have had that pertains to the position(s) for which you are applying.

School of Institute and Location	Dates Attended	Type of Training/Description of Experience
	From To	
	From To	
	From To	

Previous Work Experience

Start with present or most recent employer.

Employer	Telephone
Address	Employed (Mo/Yr To/From)
Name of Supervisor	Reason for Leaving
State Job Title and Describe Your Work	

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Complete sections applicable to your application

Bus Drivers

Number of years experience driving	Bus	Truck
License Number	Endorsement	Class
Driving Record – Have you ever had your license revoked?	☐ Yes	☐ No
Conviction of a felony?	☐ Yes	☐ No
Conviction of a DUI?	☐ Yes	☐ No
Have you completed Bus Driver Training Course?	☐ Yes	☐ No
Would you be willing to attend Bus Driver Training Courses as required for licensing?	Yes ☐	No ☐

Custodial

Number of years experience janitorial (other than home cleaning)

School Hospital Nursing Home Other

Knowledge of institutional cleaning products (please list)

Nutrition Service

Experience in cooking/serving large groups? Yes ☐ No ☐

Number of years experience in food service

Hospital Nursing Home School Other (than home cooking)

Have you operated any of the following commercial size equipment?

Steam Table ☐

Steam Kettle ☐

Power Slicer ☐

Mixer-Grinder ☐

Dishwasher ☐

Ovens ☐

Other

Maintenance/Grounds

List experience

HVAC

Plumbing

Electrical

Welding

Groundskeeping Equipment

Secretarial Office Professional

Office equipment – Are you proficient in the following?

Computer

Google Suite

Word

Excel

Copy machines

Typing wpm

Handicap Aide

Are you physical able to transfer students?

Previous experience working with children with disabilities

Health Aide Assistant

Licensure

References

Please list at least three (3) people (non-relatives or clergy), along with addresses and phone numbers, who have knowledge of your character and your work habits.

Name	Position	Address Street, City, State, Zip	Telephone Number

Personal/Related Information

During the past year how many days were you absent from work or school due to illness?

Have you ever attended school or work under another name? Name:

Have you ever served in the United States military? ☐ Yes ☐ No Years of Service

If currently employed, why do you want to leave your present position?

Do you have Red Cross First Aid Certificate? ☐ Yes ☐ No CPR Training? ☐ Yes ☐ No

Emergency Information – Person to Contact

Name

Address

Phone

Name

Address

Phone

Statement

Please write a brief paragraph explaining (1) why you are interested in the position and (2) the major reasons why you feel you qualify for the position.

Have you ever been non-renewed or terminated from a previous employer? (if so, you may wish to attach a written summary)

Certification of Applicant:

I hereby authorize the Shawnee Local Schools to obtain from my former employers all data needed to support this application. I hereby authorize Shawnee Local Schools to obtain from the references listed above any information needed to support this application.

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, both provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment.

I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize that, should the employer discover that I have falsified any such information, I will not be hired, or if already hired, will be subject to termination from employment on that grounds.

ANY PERSON WHO KNOWINGLY MAKE A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

Signature of Applicant

Date

An equal opportunity employer