



Office of the Adult Education Director
151 32 Parkway
Williamsburg, Ohio 45176
(937) 378-6131 Ext 402

Non-Certified / Adult Education

Applications are filed for two (2) years.

Please Print

Date of Application _____ Position _____

Referral Source: ___Advertisement ___Friend ___Relative ___Walk-In ___Employment Agency
___Other, explain _____

Name: _____
Last First Middle

Address: _____
Street Number or P.O. Box Street Name City State Zip

Telephone: (_____) _____ cell phone _____

Email _____, Social Security Number ____/____/_____

Other contact: _____ Phone: _____

Have you previously filed an application here? ___No ___Yes; If yes, date _____

Were you previously employed by Southern Hills &/or Grant Career Center? ___No ___Yes;
If yes, date _____

Currently employed? ___No ___Yes; May we contact your present employer? ___No ___Yes

Are you able to work ___Full Time ___Part Time ___Temporary ___Days ___Evenings

If employed and you are under 18 years of age, a work permit will be required.

Do you have an account with any social networking site(s)? i.e. Facebook, My Space, etc. If so, please list

the site(s) _____

The Brown & Clermont Adult Career Campuses is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boys Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mrs. Susan Hakel, Title IX Coordinator: Civil Rights Officer, 718 West Plane Street, Bethel, Ohio 45106, 513-734-6222 X 99104.

Do you have any health conditions that would prevent you from performing the job for which you are applying? No Yes If yes, explain: _____

Are you a citizen of the United States? No Yes

Have you ever been arrested? No Yes If yes, please explain briefly: _____

Please list any skills, experience, etc., you have that would enable you to perform or better perform the job for which you are applying.

Education:

School: _____ Date Completed: _____

Highest Grade Completed: _____ Diploma/Degree: _____

References

List name, address and telephone numbers of three references who are not related to you:

Name:	Address:	City:	State:	Zip Code:	Phone:

Employment Experiences:

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Company Name:
Address:
Job Title:
Supervisor:
Dates of Employment:
Job Duties:

Company Name:
Address:
Job Title:
Supervisor:
Dates of Employment:
Job Duties:

Company Name:
Address:
Job Title:
Supervisor:
Dates of Employment:
Job Duties:

Company Name:
Address:
Job Title:
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