

## NON-TEACHING APPLICATION



**PLYMOUTH-SHILOH LOCAL SCHOOL DISTRICT**

**365 Sandusky Street**

**Plymouth, OH 44865**

**419-687-4733 (Fax 419-687-1541)**

[www.plymouth.k12.oh.us](http://www.plymouth.k12.oh.us)

**Date of Application:** \_\_\_\_\_

**CHECK POSITION(S) OF INTEREST:**

- |                                               |                                                 |                                                                    |
|-----------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Secretary            | <input type="checkbox"/> Cook and/or Cashier    | <input type="checkbox"/> Substitute (Cafeteria)                    |
| <input type="checkbox"/> Classroom Assistant  | <input type="checkbox"/> Bus Driver             | <input type="checkbox"/> Substitute (Clerical/Classroom Assistant) |
| <input type="checkbox"/> Library Specialist   | <input type="checkbox"/> Custodian              | <input type="checkbox"/>                                           |
| <input type="checkbox"/> Maintenance/Mechanic | <input type="checkbox"/> Substitute (Custodian) |                                                                    |

Name \_\_\_\_\_  

Last
First
Middle

Present Address \_\_\_\_\_  

Street

\_\_\_\_\_ City State Zip

Home Phone (\_\_\_\_) \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Please answer and provide a copy of the following

Do you have a Para Pro license?  Yes  No

Ohio CDL License:  Yes  No

School Bus Endorsement:  Yes  No

Has your driver's license ever been suspended?  Yes  No

Do you have current points on your driver's license?  Yes  No (if yes how many \_\_\_\_)

Have you lived in Ohio for the past 5 years?  Yes  No

### EDUCATION

Type of School	Name of School and City	Graduated
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No
Business/Trade or 2 year Associate		<input type="checkbox"/> Yes <input type="checkbox"/> No
College		<input type="checkbox"/> Yes <input type="checkbox"/> No

(ATTACH A COPY OF DIPLOMA OR FINAL TRANSCRIPTS)

### SPECIAL SKILLS

List computer software programs and other relevant skills you are proficient in:

  
  
  

### PROFESSIONAL REFERENCES (Not Relatives)

Name	Address	Work Phone #	Title	Years Known

### MILITARY EXPERIENCE

Branch of Service	Current Commitment	Discharge Status and Total Years

(ATTACH A COPY OF DISCHARGE PAPERS WITH APPLICATION)

## EMPLOYMENT HISTORY

**PLEASE ATTACH A CURRENT RESUME (List employment starting with most recent)**

DATES	EMPLOYER INFORMATION	DAYS MISSED FROM WORK <small>not vacation</small>	HOURLY PAY	JOB TITLE/DUTIES	REASON FOR LEAVING
From: ____ ____ mo. yr.  To: ____ ____ mo. yr.	Name		Starting Pay:		
	Address		Final Pay:		
	Phone (    )				
From: ____ ____ mo. yr.  To: ____ ____ mo. yr.	Name		Starting Pay:		
	Address		Final Pay:		
	Phone (    )				
From: ____ ____ mo. yr.  To: ____ ____ mo. yr.	Name		Starting Pay:		
	Address		Final Pay:		
	Phone (    )				
From: ____ ____ mo. yr.  To: ____ ____ mo. yr.	Name		Starting Pay:		
	Address		Final Pay:		
	Phone (    )				

### LEGAL DISCLAIMER (attach additional information if necessary)

With the understanding that falsification of any information furnished on this application is grounds for the rejection of this application or dismissal after my employment (if I am hired), I certify that all such information is true and complete to the best of my knowledge, and I hereby authorize agents of the Plymouth-Shiloh Local Schools (PSLS) 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, an inquiry to the Ohio Bureau of Criminal Identification and Investigation (BCI) 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 BCI and other law enforcement agencies, as well as any and all other persons and entities who might have knowledge concerning information that I have provided on this form, to disclose to agents of the PSLS and those acting in accordance with their direction all pertinent information in their possession (except to the extent that I have expressly stated otherwise on this form), and I release those so requesting, 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 authorize PSLS to contact any references whose names I have submitted. I voluntarily release PSLS and any persons providing information from any liability and claims relating to the use of information obtained.

Due to the length of time required for the completion of required background checks, and in accordance with state law, employment is contingent upon not receiving any disqualifying convictions. In the event the Board of Education has taken action prior to the receipt of such reports, such action **shall be void** without further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

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

Date \_\_\_\_\_

IT IS THE POLICY OF THE PLYMOUTH-SHILOH BOARD OF EDUCATION THAT THE BEST-QUALIFIED APPLICANT SHALL BE SELECTED FOR EACH POSITION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX OR MARTIAL STATUS.

## ADDITIONAL INFORMATION

The following questions are a very important part of our interview process. Please reflect upon them carefully, and give us your candid responses. Please answer each of the questions below.

1. What are two or three of your most important reasons for wanting to work for the Plymouth-Shiloh Local Schools?
2. In your previous work experiences, in what ways have you been most helpful to your employer/fellow employees?
3. What do you most want to know about your co-workers?
4. One of your co-workers gets their work done, but has poor relationships with the other co-workers in your area. What are your thoughts about this employee's behavior?
5. How do you feel about supervisors who have extremely high expectations of you?
6. One of your co-workers is very skilled and is a hard worker who sometimes wants to leave early from work. What are your thoughts about this employee's desire?
7. Your manager wants to change your work assignment; yet, you are very happy in your current position. What would you do?