

**EAST PALESTINE CITY SCHOOL DISTRICT**  
**200 WEST NORTH AVENUE**  
**EAST PALESTINE, OHIO 44413-1799**  
**(330) 426-4191**

**APPLICATION FOR EMPLOYMENT - CLASSIFIED**  
Revised May 2005

Please Print

Date: \_\_\_\_\_

1. Specific position applied for: \_\_\_\_\_

2. Are you interested in substituting?  YES  NO

3. NAME: \_\_\_\_\_  
Last First Middle Maiden

4. ADDRESS: \_\_\_\_\_  
Street City State Zip

5. TELEPHONE: \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

6. EDUCATIONAL BACKGROUND:

\_\_\_\_\_  
High School/Location Dates Attended Diploma Graduation Date

\_\_\_\_\_  
Technical School/Location Dates Attended Diploma Graduation Date

\_\_\_\_\_  
University/Location GPA Dates Attended Degree Graduation Date

7. PREVIOUS WORK EXPERIENCE:

\_\_\_\_\_  
Employer/Address/Phone Number Dates Position Reason for Leaving

\_\_\_\_\_  
Employer/Address/Phone Number Dates Position Reason for Leaving

\_\_\_\_\_  
Employer/Address/Phone Number Dates Position Reason for Leaving

8. Do you have any impairments (physical, mental, or medical) which would interfere with your ability to do the job for which you have applied?  YES  NO  
If YES, please describe the condition and explain the work limitations: \_\_\_\_\_

9. Are you presently under contract (employed)?  YES  NO

10. Do you have friends or relatives currently working in the East Palestine City School District?  
If YES, please name them and their relationship to you.  YES  NO

(OVER)

REFERENCE: Please list three - name, address, position and phone number.

Have you ever been convicted of or pled guilty to any felony, any violation of section 2907.04 or 2907.06, or division (A) or (C) of section 2907.7 of the Ohio Revised Code, any offense of violence, theft offense, or drug abuse that is not a minor misdemeanor or of another state?

YES       NO

If answer is YES, please explain:

Have you ever had a teacher or aide certification or permit revoked in Ohio or any other state?

YES       NO

If answer is YES, please explain:

Please describe previous work experience and/or training that relates to the position for which you are applying.

Please submit the following:

- 1.) A hand written essay stating why you are interested in working in the East Palestine City School District.
- 2.) A copy of any professional certificates/licenses.
- 3.) A copy of any university transcripts and credentials.
- 4.) A personal resume.

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize the East Palestine City School District to inquire and verify information by contacting employers and/or references and/or personnel files and/or written records. I agree that the East Palestine City School District shall not be liable for any damage which may result from such inquiry or verification. I understand that falsification of information on this application is grounds for dismissal, if appointed to a position by the employing authority. I understand that any appointment tendered me will be contingent upon the results of an investigation and I am aware that willfully withholding information Or making false statements on this application can and will be basis for dismissal. I agree that any claim or lawsuit relating to my service with the East Palestine City School District must be filed no more that six (6) months after the date of the employment action that is the subject to claim or lawsuit. My signature signifies that I can perform all duties required of the position. I understand that I must pass a drug/alcohol test and background check in order to be employed by the school district.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Your application will remain in our active files for approximately one year. The East Palestine City School District is an equal opportunity employer and is in compliance with Section 504 of the Rehabilitation Act of 1973.

The East Palestine City School District is mandated to participate in the Civil Service Process of the East Palestine City Civil Service Commission.

**EASTPALESTINE CITY SCHOOL DISTRICT  
CRIMINAL RECORDS BACKGROUND CHECK**

*Please read each question carefully and answer YES or NO. If the answer is YES, please give a written explanation or reason.*

1. Have you ever been convicted of a traffic offense?     YES     NO
2. Have you ever been arrested for a felony?             YES     NO
3. Have you ever been charged with a felony?             YES     NO
4. Have you ever been convicted of a felony?             YES     NO
5. Have you ever been arrested for a sex-related offense?  YES     NO
6. Have you ever been charged for a sex-related offense?  YES     NO
7. Have you ever been convicted of a sex-related offense?  YES     NO
8. Have ever been arrested for a drug-related offense?     YES     NO
9. Have you ever been charged for drug-related offense?     YES     NO
10. Have you ever been convicted for a drug-related offense?  YES     NO
- II. Have you ever been arrested for an act of violence, including domestic violence?     YES     NO
12. Have you ever been charged for an act of violence, including domestic violence?     YES     NO
13. Have you ever been convicted for an act of violence, including domestic violence?  YES     NO
14. Has your professional certificate/license ever been revoked?     YES     NO
15. Have you ever been non-renewed by a school district?     YES     NO
16. Have you ever resigned from a position in a school district?  YES     NO
17. Have you ever been terminated by a school district?         YES     NO
18. Are you aware that you must pass a drug/alcohol test as a condition of employment?  YES     NO

**READ CAREFULLY BEFORE SIGNING**

I understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this form can and will be the basis for dismissal. I agree to these conditions and I hereby certify that all statements made by me on this form are true and complete to the best of my knowledge. If hired, this form becomes part of your official personnel file. My signature below signifies that I am aware of the requirements of the position. My signature also signifies that I can perform all duties required of the position. I verify that I have the proper certification/licensure for the position.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NOTICE TO ALL APPLICANTS - PLEASE READ CAREFULLY BEFORE SIGNING

I understand that all contracts are conditional, per the Ohio Revised Code and Board Policy, which requires passing a pre-employment drug/alcohol test and a pre-employment physical.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Legislation, Senate Bill 38, now requires that school job applicants undergo a criminal records check through the Bureau of Criminal Identification and Investigation (BCII). In addition, the law prohibits school districts from hiring persons who have been convicted of or pleaded guilty to certain criminal offenses.

Please be aware of the following:

- \* You will be subject to a BII background check if you come under final consideration for the position.
- \* You must provide fingerprint impressions to the school district if you come under final consideration for the position.
- \* You will not be hired unless you satisfactorily complete the BCII check.
- \* You must present proof that you have been a resident of Ohio for at least five years, or you will be subject to a nationwide FBI check that you will be required to pay for.

SENATE BILL 38  
120th GENERAL ASSEMBLY

**Brief:** Requires job applicants under final consideration for positions in school districts that involve the care, custody or control of a child to undergo criminal record checks conducted by the Bureau of Criminal Identification and Investigation (BCII). Senate Bill 38. ORC 3319.39(A)(3).

Prohibits school districts, except in certain circumstances, from hiring a person for a position involving care, custody or control of a child, if that person has been convicted of or pleaded guilty to certain offenses listed in Senate Bill 38. as reported by BCII. Also prohibits school districts from hiring any person who refuses to provide the information needed by a school district to conduct a BCII background check. Senate Bill 38. ORC 3319.39(BX1).

Allows a person who has been the subject of a BCII background check to use a certified copy of that check in place of a check required by a school district. This option may be used only if the person presents a certified copy of a BCII background check within one year after its date of issuance by BCII. House Bill 162. ORC 109.57(F).

Requires BCII background checks for persons seeking initial licenses, certificates or permits for the following positions: teacher, treasurer, business manager, education aide, 12 hour non-certificated instructor. House Bill 152. ORC Section 3319.321. This requirement applies to individuals and does not directly affect school districts.

**Effective Date:**

The effective date of Senate Bill 38 is October 29, 1993. The effective date of House Bill 162 is October 1, 1993. The effective date of House Bill 152 is July 1, 1993.

PLEASE CONTACT THE TREASURER'S OFFICE AT 200 WEST NORTH AVENUE FOR INSTRUCTIONS AND A FINGERPRINTING CARD. THANK YOU.