

**RICHMOND HEIGHTS LOCAL SCHOOLS  
447 RICHMOND ROAD  
RICHMOND HEIGHTS, OHIO 44143**

**APPLICATION FOR EMPLOYMENT**

*(Please Print Plainly)*

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
           LAST                    FIRST                    MIDDLE INITIAL

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_  
                   Number          Street          City                  Zip

How long have you lived at the above address? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long? \_\_\_\_\_  
                           Number          Street                  City

Position(s) Applied For \_\_\_\_\_

Would you work full time? \_\_\_\_\_ Part time? \_\_\_\_\_  
 Specify days and hours if part time \_\_\_\_\_

If your application is considered favorably, on what date will you be available to work? \_\_\_\_\_

Are there any experiences, skills, or qualifications which you feel would especially fit you for work with a school system? \_\_\_\_\_  
 \_\_\_\_\_



**RECORD OF EDUCATION**

NAME AND ADDRESS OF SCHOOL	YEARS FROM	ATTENDED TO	CHECK YEAR COMPLETED
<i>ELEMENTARY</i>			5 6 7 8
<i>HIGH SCHOOL</i>			9 10 11 12
<i>COLLEGE</i>			1 2 3 4
<i>OTHER</i>			

Personal References: (Not former employers or relatives).

NAME AND OCCUPATION \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYMENT RECORD

List below all present and past employment, beginning with most recent:

NAME AND ADDRESS OF EMPLOYER	FROM MO. YR.	TO MO. YR.	LIST POSITION HELD & SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

Have you ever been convicted of or pleaded guilty to any felony, any violation of R.C. 2907.04 or 2907.06, or division (A) or (C) of R.C. 2907.07, any offense or violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.02) which is not a minor misdemeanor, or any misdemeanor sex offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact the employers listed above. If not, place a check mark beside the name of those you do not wish us to contact.

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 recognize that I will be charged a fee for the cost of the records check and that, unless I pay the fee, I will not be considered for employment. I acknowledge I must also submit to the employer a negative tuberculin test dated no earlier than 90 days prior to my 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 Richmond Heights Local Schools 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 ground.

\_\_\_\_\_  
Signature of Applicant

APPLICANT - DO NOT WRITE BELOW THIS LINE

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REFERENCE CHECK

REFERENCE	RESULT OF REFERENCE CHECK

INTERVIEW NOTES

INTERVIEWER	DATE	NOTES