

KNOX COUNTY EDUCATIONAL SERVICE CENTER

308 Martinsburg Rd
Mount Vernon, OH 43050
(740) 393-6767

Name in Full _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Social Security No. _____

Have you been a resident in the State of Ohio for the past five years? _____

If you have not been a resident in the State of Ohio for the past five years,
what was your previous address?

_____ Address _____ City/State/Zip _____

Have you ever been convicted of a felony? YES ___ NO ___

If yes, please explain on a separate sheet of paper.

Position Applying For

___ Secretary/Receptionist

___ Secretary

___ Clerical Aide

___ E.D. Aide

___ Treasurer

___ Preschool/Day Care

___ MH Aide

___ Alternative Center Aide

___ Other

EDUCATION

Elementary _____ High School _____

College _____ Business College _____

JOB EXPERIENCE

Give your present or most recent job first, work back.

.....
DATES From To Title of Position Held
 Mo./Day/Yr. Mo./Day/Yr

Present _____

Or _____

Last Name and Address of
Employer _____

Duties of Job _____

DATES From To Title of Position Held
 Mo./Day/Yr. Mo./Day/Yr

Present _____

Or _____

Last Name and Address of _____

Employer _____

Duties of Job _____

-OVER-

Give any additional information, or special qualifications you have for this position. We are particularly interested in any experience you have had working with school-age children.

Have you had experience using duplicating machines, audio-visual equipment or computers?

List:

Do you type? YES _____ NO _____

REFERENCES

List three (3) persons, other than former employers or relatives who are familiar with your experiences and can vouch for your character.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is understood and agreed that Knox County Educational Service Center may contact former employer(s) for verification of my employment history and the Ohio Bureau of Criminal Identification and Investigation (OBCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the District's receipt of the OBCII report and verification of my work experience, my continued employment will be conditioned on: (1) satisfactory work experiences as verified by contracts with former employers; and (2) receipt of a report demonstrating that I am in compliance with the Educational Service Center's rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions.

I further understand that falsification of any and all information on this application shall result in my being disqualified from employment or in my employment being terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation or employment should I fail to fulfill these conditions.

SIGNATURE_____

DATE_____