



Brown Local Schools
401 West Main St. Malvern, Ohio 44644
Phone: 330-863-1170 Fax: 330-863-1172
www.hornet.sparcc.org

Non-Certified Employment Application

Personal Data		
Name (last, first, middle)	Date	
Address		
City	State	Zip
Home Phone ()	Other Phone ()	
Social Security Number	Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position(s) applying for	I'm looking for <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Would you accept substitute work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Referred by		
Education Record		
High School		
Address	Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		
Address		
Degrees or Diplomas		
Trade or Technical Training		
Address		
Degrees or Diplomas		

Employment History

Begin with the most recent employer. Make copies of this sheet if additional space is needed.

1. Employer		Dates of Employment	
Address			
City		State	Zip
Phone ()		Beginning Salary	Ending Salary
Title/Duties		Supervisor's Name	
Reason for Leaving			
May we contact your present/former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

2. Employer		Dates of Employment	
Address			
City		State	Zip
Phone ()		Beginning Salary	Ending Salary
Title/Duties		Supervisor's Name	
Reason for Leaving			
May we contact your present/former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

3. Employer		Dates of Employment	
Address			
City		State	Zip
Phone ()		Beginning Salary	Ending Salary
Title/Duties		Supervisor's Name	
Reason for Leaving			
May we contact your present/former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

List three professional references who are familiar with the quality of your work, have worked directly with you, and have known you at least two years.

1. Reference		
Work Phone ()	Home Phone ()	
Address		
City	State	Zip
Relationship		
2. Reference		
Work Phone ()	Home Phone ()	
Address		
City	State	Zip
Relationship		
3. Reference		
Work Phone ()	Home Phone ()	
Address		
City	State	Zip
Relationship		

I hereby declare the information provided by me in the application for employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on the application will be sufficient grounds for dismissal.

I authorize you to obtain information through personal interviews with my employers, friends, teachers, and acquaintances. This information, if obtained, may include facts about my character, general reputation, personal characteristics and work record.

Signature

Date

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, status, non-disqualifying disability, height or other protected categories.

Ohio Revised Code requires a criminal background check when the applicant is under final consideration for employment.

Special Skills

Keyboarding <input type="checkbox"/> Yes <input type="checkbox"/> No Words per minute: _____	Carpentry <input type="checkbox"/> Yes <input type="checkbox"/> No
Computer Skills <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Macintosh <input type="checkbox"/> IBM or compatible <input type="checkbox"/> Other _____	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
Software Knowledge (list programs) <input type="checkbox"/> Word Processing _____ <input type="checkbox"/> Spreadsheet _____ <input type="checkbox"/> Database _____ <input type="checkbox"/> Other _____	Can you lift a 40 lb. Container? <input type="checkbox"/> Yes <input type="checkbox"/> No

List other skills or equipment experience you have acquired. Please include any certification or license you may have.

Please detail any other information you feel is pertinent, such as special accomplishments, awards, etc.

FOR EMPLOYER'S USE ONLY

Interviewer	Date			Comments
Tests Administered	Date	Raw Score	Rating	Comments

Please return completed application to:
 Office of the Superintendent
 Brown Local Schools
 401 West Main St.
 Malvern, OH 44644