

Lebanon City Schools Application for Classified Support Staff Employment

Last name	First	MI	Type(s) of work desired	Date of application
Street address			Substitute yes no	Social Security number
City	State	ZIP	Home phone	Work phone
Email Address			Cell Phone	

An Equal Opportunity Employer

This district is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, national origin, ancestry, military status, sex, disability, age or religion. A criminal records check and set of fingerprint impressions is a precondition to employment in the district.

Provide all information requested.

Your complete application form will be maintained in our active files for one year from the date of application. You may submit a new application at any time.

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked (Month/ Year) From To		
Reason for leaving			
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked (Month/ Year) From To		
Reason for leaving			

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Educational History

(Documentation is required)

School name	Location (city, state)	Major course or subject	Dates attended (Month/ Year)		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Special Skills

<i>To be completed by applicant for office/clerical work</i>	<i>To be completed by applicant for maintenance/custodial work</i>	
Typing Words per minute Dictation Yes or No Words per minute	Type of machines operated	Years experience
Please list other skills and/or equipment/language experience you have acquired		

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Military Record

Branch of service	From (Month/Year)	To (Month/Year)
Present military affiliation	None	Reserve (inactive)
Kinds of training and duty while in service		

Professional/Work References

List two past supervisors and one person not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

May we contact your present employer? Yes No

Have you ever been convicted for other than a minor traffic violation? If yes, please provide details. Yes No

Have you ever been terminated, non-renewed, or asked to resign from a previously held position? If yes, please provide details. Yes No

Are you authorized to be employed in the United States in compliance with applicable citizenship or immigration requirements? Yes No

Wage or salary preferred

Date available

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from school service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment.

Date

Signature

Return Application To:

Human Resources Department
 Lebanon City Schools
 700 Holbrook Avenue
 Lebanon OH 45036
 (513) 934-5770