

# Ridgemont Local School District

Ms. Sally Henrick, Superintendent

Mrs. Melissa Pollom, Treasurer

## Non Certified Application

Applying for Permanent Position  
Applying for Substitute Position

Date of Application \_\_\_\_\_  
Date Available \_\_\_\_\_

Please check all jobs applying for:

\_\_\_ Cafeteria \_\_\_ Bus Driver \_\_\_ Secretarial \_\_\_ Custodial \_\_\_ Educational Aide

Name \_\_\_\_\_ Telephone-(\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

### Employment History: (list most recent employer first)

Employer \_\_\_\_\_  
Date \_\_\_\_\_  
Type of Work \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_

Employer \_\_\_\_\_  
Date \_\_\_\_\_  
Type of Work \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_

Employer \_\_\_\_\_  
Date \_\_\_\_\_  
Type of Work \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_

Employer \_\_\_\_\_  
Date \_\_\_\_\_  
Type of Work \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_

### Education:

High School Attended

\_\_\_\_\_ Graduated-Yes  No  Degree \_\_\_\_\_

College/Technical School Attended

\_\_\_\_\_ Graduated-Yes  No  Degree \_\_\_\_\_

\_\_\_\_\_ Graduated-Yes  No  Degree \_\_\_\_\_

Do you hold a valid Aide Certificate at this time? Yes \_\_\_\_\_ No \_\_\_\_\_

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## References:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

List experience and qualifications for job applying for:

Other:

Please initial each statement, in the box provided, indicating you have read and understand them.

\*Any applicant with a criminal history of a felony, offenses of violence, theft, or certain misdemeanors will be disqualified from employment.  Initial

\*Any applicant with a criminal history which violates board policy 3121, 4121, or 8142 will be disqualified from employment.  Initial

\*Offer of employment will be contingent on the results of a criminal background check.  Initial

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 employer 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.

## Request For A Criminal History Record Check

The District is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment.

An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and

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- C. I am be deemed ineligible to work for the District based on the results of my background check and immediately released from employment as a result.

I hereby agree to provide such a records check to the district and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and any additional fees associated with an FBI check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Certification of Applicant:

I hereby authorize the Ridgemont Local Schools to obtain from my employers all data needed to support this application. I hereby authorize the Ridgemont Local Schools to obtain from the references listed any information needed to support his application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

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

Date \_\_\_\_\_

*Ridgemont Local Schools is an equal opportunity employer.*

*Ridgemont Schools does not discriminate based on sex, age, handicap, race, religion, color, or creed.*