

**CLASSIFIED EMPLOYMENT APPLICATION**  
**TRI-RIVERS CAREER CENTER**

2222 Marion Mt. Gilead Road  
Marion, Ohio 43302 Telephone – (740) 389-4681

*A School Where You Are Allowed To, Inspired To and Expected To Be AMAZING*

**PERSONAL DATA**

Name \_\_\_\_\_  
Last First Middle or Maiden Name

Other Name(s) \_\_\_\_\_  
(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record)

Present Address \_\_\_\_\_  
Street  
City State Zip

Home Phone \_\_\_\_\_  
Area Code Number

Cell Phone \_\_\_\_\_  
Area Code Number

Email \_\_\_\_\_

To assist in maintaining contact with me, here is the name, address and phone number of a person through whom I may be reached.

Name of contact person \_\_\_\_\_ Phone Number \_\_\_\_\_  
Area Code Number

Relationship: \_\_\_\_\_

Address of contact person \_\_\_\_\_  
Street City State Zip

**POSITION DESIRED**

**MARK THE APPROPRIATE BOXES:**

**INDICATE POSITION(S) DESIRED:**

- ☐ New Application  
☐ Former Employee  
☐ Previous Application on File

- ☐ Asst. Treasurer  
☐ Bus Driver  
☐ Custodial  
☐ Food Service  
☐ Groundskeeper

- ☐ Maintenance  
☐ Payroll Clerk  
☐ Receptionist  
☐ Secretary  
☐ Teacher Aide  
☐ Other \_\_\_\_\_

## EDUCATION

	Name & Address of School	Dates Attended	Grades Completed	Degree or Diploma
Elementary				
High School				
College				
Technical				

You have my permission to contact any of the above mentioned persons. ☐ Yes ☐ No

## GENERAL INFORMATION

☐ Yes ☐ No Are you presently employed?  
 If presently employed, why do you wish to change jobs? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

☐ Yes ☐ No Have you been employed under a continuing contract in Ohio?  
 If yes, briefly explain: \_\_\_\_\_  
 \_\_\_\_\_

☐ Yes ☐ No Have you ever been interviewed for a position at Tri-Rivers Career Center?  
 If yes, please give date and position interviewed for: \_\_\_\_\_

• Estimate your total absence from work or school for the last three years and explain the reason(s): \_\_\_\_\_  
 \_\_\_\_\_

• Why do you want to work in a school or school-related environment? \_\_\_\_\_  
 \_\_\_\_\_

• What strengths do you have which would help you when working around children (if applicable)? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

• How do you perceive yourself when working around other adults? (Do you get along well? Readily accept directions or suggestions? etc.) \_\_\_\_\_  
 \_\_\_\_\_

• Indicate referral source: ☐ Advertisement/posting ☐ Employee ☐ Friend ☐ Other (explain): \_\_\_\_\_

☐ Yes ☐ No Are you willing to substitute?  
☐ Yes ☐ No Do you have a driver's license?  
☐ Yes ☐ No Do you have a Commercial Driver's License?  
☐ Day ☐ Evening ☐ Both Are you available for day or evening work?

## ***EMPLOYMENT HISTORY***

(List most recent first)

Employer Name & Address	Supervisor's Name & Contact Number	Dates of Employment		Salary		Title and Duties
		From	To	Starting	Ending	

**PLEASE NOTE:** *False, Exaggerated, or misleading information concerning job qualifications can result in denial of further consideration for employment or termination if already employed.*

## ***REFERENCES***

(Do Not List Relatives)

Name of Reference	Position/Relationship	Mailing Address	Phone Number

## ***CRIMINAL RECORDS CHECK & NOTIFICATION***

All new employees will be required to have a criminal background record check with the Ohio Bureau of Criminal Investigations as well as the Federal Bureau of Investigations. Any person conditionally hired who fails to pass a BCI or FBI Criminal Background Check shall be released from employment. Any and all information obtained by the Board of Education or their designee is confidential and shall not be released or disseminated.

I understand the above procedures concerning a Criminal Record Check as a requirement for employment. If I am a final candidate for any position with Tri-Rivers Career Center, I give my permission for the Tri-Rivers Board of Education or their designee to have me fingerprinted and obtain a copy of any arrest or conviction record pertaining to me now in the files of the Ohio Bureau of Criminal Identification. I understand that this is required as a condition for employment. I also understand that I would be responsible for covering the cost of the BCI and FBI Criminal Background Check.

I hereby authorize Tri-Rivers Career Center to obtain from my former employer all data needed to support this application. I understand that any Information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to: a) cancel further consideration of this application; b) rescind an offer that has been made; or if I am employed (c) immediately discharge me from continued employment, waive any rights under Chapter 3319 of the ORC, regardless of when the discovery is made and regardless of my work performance. I understand failure to reveal any crimes, as indicated, will be cause for immediate dismissal. I certify that all information on this application is true and complete to the best of my knowledge.

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Applicant's Signature

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Date

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Printed Name

*It is the policy of the Tri-Rivers Career Center Board of Education that the best qualified applicant shall be selected. The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct.*

**"ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE."**

Tri-Rivers Career Center is An Equal Opportunity Employer