



# NORTH FORK LOCAL SCHOOL DISTRICT

312 Maple Avenue, P.O. Box 497  
 Utica, Ohio 43080-0497  
 740.892.3666

## Application for Employment

(If applying for a certified position, you must complete only the Ohio REAP application at: [www.ohreap.net](http://www.ohreap.net).)

### GENERAL INFORMATION

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
Last                      First                      Middle

Mailing Address: \_\_\_\_\_  
Street Address                      City                      State                      Zip

Physical Address: \_\_\_\_\_  
Street Address                      City                      State                      Zip

☎: \_\_\_\_\_  
Land Phone                      Cell Phone                      Work Phone

E-mail: \_\_\_\_\_

### POSITION INFORMATION

Check all areas of interest:

Position Type	Staff Member	Substitute	Special Requests:
Aide – Classroom	_____ (\$ 9.54/hr)	_____ (\$ 9.00/hr)	_____
Aide – Transportation	_____ (\$ 9.54/hr)	_____ (\$ 9.00/hr)	_____
Records Clerk	_____ (\$ 10.51/hr)	_____ (\$ 9.00/hr)	_____
Secretary	_____ (\$ 11.51/hr)	_____ (\$ 10.00/hr)	_____
Food Service	_____ (\$ 9.54/hr)	_____ (\$ 9.00/hr)	_____
Custodian	_____ (\$ 13.01/hr)	_____ (\$ 10.00/hr)	_____
Bus Driver	_____ (\$ 13.18/hr)	_____ (\$ 12.00/hr)	_____
<b>Advisor/Coach</b>	<b>Paid</b>	<b>Volunteer</b>	_____
of _____	_____	_____	

Have you ever been employed by the North Fork Local School District? \_\_\_\_\_ Yes      \_\_\_\_\_ No

All employee paychecks are directly deposited into the financial institution of the employee's choice as long as the financial institution accepts electronic transfers.

### CONTRACT INFORMATION

Have you ever had ANY certificate, license, permit revoked, suspended, limited, denied, or surrendered?  
 \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever held a continuing contract? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please provide the name and phone number of the school district: \_\_\_\_\_

**EDUCATIONAL / PROFESSIONAL EXPERIENCE**

	Name & Location of School	Course of Study / Major	Highest Year Completed	Diploma or Degree Attained
High School				
Technical or Trade				
College				
College				
Military				

**PERSONAL / PROFESSIONAL REFERENCES**

Name	Mailing Address	Phone Number	Nature of Association

**RECORD OF EMPLOYMENT**

List most recent position first. Do not include part-time or summer employment unless you consider it to be significant.

<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Last Salary</i>
<i>Employer's Name and Address</i>			<i>Employer Phone #</i>
<i>Description of Duties</i>			
<i>Name of Immediate Supervisor</i>		<i>Reason for Leaving</i>	

<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Last Salary</i>
<i>Employer's Name and Address</i>			<i>Employer Phone #</i>
<i>Description of Duties</i>			
<i>Name of Immediate Supervisor</i>		<i>Reason for Leaving</i>	

<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Last Salary</i>
<i>Employer's Name and Address</i>			<i>Employer Phone #</i>
<i>Description of Duties</i>			
<i>Name of Immediate Supervisor</i>		<i>Reason for Leaving</i>	

<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Last Salary</i>
<i>Employer's Name and Address</i>			<i>Employer Phone #</i>
<i>Description of Duties</i>			
<i>Name of Immediate Supervisor</i>		<i>Reason for Leaving</i>	

<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Last Salary</i>
<i>Employer's Name and Address</i>			<i>Employer Phone #</i>
<i>Description of Duties</i>			
<i>Name of Immediate Supervisor</i>		<i>Reason for Leaving</i>	

**OTHER INFORMATION**

Have you been convicted of, found guilty of, pled guilty to, or pled no contest to: a) any misdemeanor other than a traffic offense? b) to any felony? and/or have you ever had a criminal conviction sealed or expunged?  
 \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please explain the nature, date(s), location, and court of occurrence(s): \_\_\_\_\_

---



---

**EMPLOYMENT COSTS (all fees subject to change)**

All Applicants (volunteer expenses are paid by the North Fork Local School District – request waiver forms at interview):  
\$ 65.00 Ohio & FBI background checks – payable to “LCESC”

Aide Applicants:  
\$ 25.00 Educational Aide Certificate – payable to “Treasurer, State of Ohio”

Bus Driver Applicants (subject to change):  
\$ 25.50 CDL Permit Fee  
\$ 85.00 CDL Driving Skills Test  
\$ 43.50 CDL License

**TERMS AND RELEASE AUTHORIZATION**

*I hereby authorize representatives of the North Fork Local School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations which they deem necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current (unless otherwise noted) and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the North Fork Local School District will keep such information in a confidential file, available only to appropriate district officials.*

*I hereby release and hold harmless the directors, officers, employees, and agents of 1) North Fork Local School District; 2) each of my past employers; and 3) any other person or entity providing information to the North Fork Local School District in connection with my application for employment, from any and all liability arising from disclosure of personnel records and/or from oral appraisals of my past performance made to the North Fork Local School District.*

*I understand that employment with the North Fork Local School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with State law (Senate Bills 38 & 160), this background check will include a complete fingerprint criminal records check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the North Fork Local School District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the North Fork Local School District is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.*

***I hereby certify that all information provided by me in connection with this application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**An Equal Opportunity Employer**

~~~~~  
For Office Use Only:

Applicant Approved?     Yes –Staff Member    \_\_\_\_\_ Position     Level     Step  
                                   Yes – Advisor/Coach    \_\_\_\_\_ Position     Level     Step     Percentage  
                                   Yes – Substitute    \_\_\_\_\_ Position(s)  
                                   No

Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_