



**SUPPORT STAFF APPLICATION
BATH LOCAL SCHOOLS
2650 BIBLE ROAD
LIMA, OH 45801**

Date of Application _____

Name _____

Last
First
Middle

Address _____

Street & Number
City
State
Zip

Telephone Number Home: () _____ Work: () _____ Cell: () _____

Position(s) for which you are applying: (check)

DEPARTMENT	APPLYING FOR THE POSITION (x)	WOULD SUBSTITUTE (y/n)
Bus Driver		
Bus Aide		
Bus Mechanic		
Custodial		
Food Service		
Library Assistant**		
Maintenance		
Monitor: Café and Playground*		
Monitor: Study Hall*		
School Nurse – RN Required		
Secretary		
Teacher's Aide**		
Coach for :		

*Monitor permits can be obtained from Ohio Department of Education.

**Teacher's Aide and Library Assistants must hold an ESEA qualified Aide Permit

All positions, staff and substitute, require FBI and BCI background check

Education and Technical Training

School Attended	Name & Location	Degree	Graduation Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous Work Experience
Start with present or most recent employer

Employer _____	Telephone _____
Address _____	Employed From-To _____ (Month-Year)
Name of Supervisor _____	Reason for Leaving _____
State Job Title & Describe Your Work _____	

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Name of Supervisor _____	Reason for Leaving _____
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Employer _____	Telephone _____
Address _____	Employed From-To _____ (Month-Year)
Name of Supervisor _____	Reason for Leaving _____
State Job Title & Describe Your Work _____	

Complete sections applicable to your application
Attach copy of licenses or permits pertaining to position

Bus Driver

Number of years' experience driving: Bus ____ Semi-Truck ____ CDL Certified? ____

License No. _____ Endorsement _____ Class _____

Driving Record – Have you ever had your license revoked? Yes ____ No ____

Conviction of a felony? Yes ____ No ____

Conviction of a DUI? Yes ____ No ____

Have you completed Bus Driver Training Course? Yes ____ No ____ Date _____

Custodial

Number of years custodial experience _____

School _____ Hospital _____ Nursing Home _____ Other _____

Knowledge of institutional cleaning products – list _____

Food Service

Experience in cooking/serving large groups? Yes ____ No ____

Number of years' experience in food service _____

Hospital _____ Nursing Home _____ School _____ Other _____

Have you operated any of the following commercial size equipment?

Steam Table ____ Steam Kettle ____ Power Slicer ____

Mixer-Grinder ____ Dishwasher ____ Ovens ____

Maintenance/Grounds

List experience

HVAC _____

Plumbing _____

Electrical _____

Welding _____

Groundskeeping Equipment _____

Secretarial Office Professional

Office equipment – Are you proficient in the following?

Computer____ Windows XP____ Windows 2000____ Word____ Excel____
Copy Machines____ Typing wpm____ Power Point____

Aide/Monitor

Aide Certificate #____ Expiration Date _____ ESEA Qualified? _____

Physical ability to transfer students_____

Previous experience working with children with disabilities_____

Coach

PAS Certificate #____ Expiration Date _____

References

Please list at least three (3) people (non-relatives), along with addresses and phone numbers, who have knowledge of your character and your work habits.

Name_____ Position_____ Address_____ Phone #_____

Name_____ Position_____ Address_____ Phone #_____

Name_____ Position_____ Address_____ Phone #_____

Personal/Related Information

Have you attended school or work under another name? Y / N Name_____

Have you ever served in the United States military? Y / N Branch_____ Yrs: _____

If currently employed, why do you want to leave your present position?_____

Statement

Please write a brief paragraph explaining (1) why you are interested in the position and (2) the major reasons why you feel you qualify for the position.

Certificate of Applicant

I hereby authorize the Bath Local Schools to obtain from my former employers all data needed to support this application. I hereby authorize Bath Local Schools to obtain from the references listed above any information needed to support this application.

I acknowledge being informed that as a precondition to employment in the position for which I am applying, I must in accordance with Ohio law provide both a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment.

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 those grounds.

Signature of Applicant

Date

I agree that any claim or lawsuit relating to my service with the Bath Local School District must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I hereby forever waive any statute of limitations to the contrary.

If you are hired, this application becomes part of your official employment record, and you will be bound by its terms.

Your signature below is your acknowledgement that you have read and understood this application, and that your responses have been truthful and complete.

Signature of Applicant

Date