

# LYNCHBURG-CLAY LOCAL SCHOOLS

301 E. Pearl Street, P.O. Box 515, Lynchburg, OH 45142

P: 937-364-2338 F: 937-364-2339

Classified Application

Please complete this application and return to the address above. After review of the completed application and other materials received, interviews will be arranged (by invitation only) with selected candidates for vacant positions.

Name	_____	_____	_____
	Last	First	Middle
Address	_____		
City	_____	State	_____ Zip
Phone (____)	_____	Social Security #	_____
Email Address	_____		
Do you communicate through a social media network? (i.e. Facebook, etc.)	_____Y _____N		

I am applying for the following position:

- \_\_\_\_\_ Clerical
- \_\_\_\_\_ Cook
- \_\_\_\_\_ Custodial
- \_\_\_\_\_ Classroom Aide
- \_\_\_\_\_ Office Aide
- \_\_\_\_\_ Bus Driver
- \_\_\_\_\_ Maintenance
- \_\_\_\_\_ Attendant
- \_\_\_\_\_ Other

**Education** (if you have not yet graduated, list date anticipated) – attach copies of all transcripts, degrees, and/or certificates of completion to the application

**School Attended**

**School/Location/Degree**

High School \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Tech. School \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

College \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Other \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **Employment Experience**

**ATTENTION BUS DRIVER APPLICANTS:** Every applicant for employment as a **driver of a commercial motor vehicle** **MUST** provide employment history for **ten years** preceding the date of this application. The information must include a list of the names and addresses of previous employers for which the applicant was the operator of a commercial motor vehicle, the dates the applicant was employed by these employers, and the reason for leaving each of these employers.

	Most Recent	Second Most Recent	Third Most Recent
Date			
Employer			
Address City/State/Zip			
Position			
Duties			

**Other Job Skills**

List/explain other qualifications and/or skills you possess for the position(s) you are applying for. You may attach a current resume to the application: \_\_\_\_\_

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**References**

Name references including supervisors for whom you have worked

	Most Recent	Second Most Recent	Third Most Recent
Name			
Position			
Address City/State/Zip			
Phone			

May we contact the above listed references? \_\_\_\_\_ Yes \_\_\_\_\_ No Initial \_\_\_\_\_

It is understood and agreed that the Board of Education may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCI) for a background check and I hereby consent to such inquiries.

**READ CAREFULLY BEFORE SIGNING:**

I understand that if I am employed prior to the receipt of the BCI report and verification of my work experience, my continued employment will be conditioned on: 1) satisfactory work experience as verified by contacts with former employers; and 2) receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions listed in category OTHER.

I agree any claim or lawsuit relating to my service with Lynchburg-Clay 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 waive any statute of limitations to the contrary.

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in the application or resume, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

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

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

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

**If you are hired, this application becomes part of your official record.**

Lynchburg-Clay School District provides equal employment opportunities to all people without regard to race, color, age, creed, national origin, sex, religion, or handicapping conditions.