

**CLASSIFIED STAFF  
EMPLOYMENT  
APPLICATION**



341 S Nelson Ave  
Wilmington, OH 45177  
Phone: 937-382-1641  
Fax: 937-382-1645

Wilmington City Schools is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

**APPLICANT INFORMATION**

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Home Phone		Cell Phone				
Social Security Number		Email				
Position Applied For		Date Available				

**NOTICE:** State law prohibits employers from asking about criminal convictions on a job application. State law also prohibits school districts from hiring employees who have certain criminal convictions. Please be advised that a record check is done on every applicant prior to hire (at the expense of the applicant) and may result in the District not extending you a job offer. For more information see page 3 at the end of this application. **Signature on page 3 is not required unless you are under final consideration for a position.**

Are you physically capable of performing the duties listed for the position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certain positions may require passing a medical examination.
Are you legally eligible to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Proof of US citizenship or eligibility for US employment will be required prior to employment.

**MILITARY SERVICE**

Branch		From		To	
Rank when separated from service.					

**EDUCATIONAL BACKGROUND**

**ENTER THE HIGHEST YEAR OF EDUCATION COMPLETED:**

SCHOOL	NAME AND CITY	YEARS ATTENDED	GRADUATED YES OR NO	DATE OF GRADUATION	MAJOR COURSES	DEGREE
HIGH SCHOOL						
COLLEGE						
BUSINESS OR TRADE SCHOOL						
TRADE APPRENTICESHIP						
OTHER						

EXTRA CURRICULAR SCHOOL ACTIVITIES (Exclude any oriented to race, religion, sex, national origin)

<b>PREVIOUS EMPLOYMENT: START WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT.</b>									
Company							Phone		
Address							Supervisor		
Job Title (starting and ending)					Starting Salary		\$		Ending Salary \$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>		
Company							Phone		
Address							Supervisor		
Job Title (starting and ending)					Starting Salary		\$		Ending Salary \$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>		
Company							Phone		
Address							Supervisor		
Job Title (starting and ending)					Starting Salary		\$		Ending Salary \$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>		

<b>DISCLAIMER AND SIGNATURE</b>			
<p>I certify that my answers are true and complete to the best of my knowledge.                      If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>			
Signature			Date
<p>UNLESS REACTIVATED BY WRITTEN REQUEST, THIS APPLICATION WILL BE DESTROYED ONE YEAR FROM THE DATE OF ITS FILING.</p>			

5/2016

OR

**SUPPLEMENT TO EMPLOYMENT APPLICATION**

To be completed by all job applicants who are **under final consideration for appointment or employment** in a position with the Board of Education of the Wilmington City School District ("Board") if the duties of the position for which the applicant is applying involve routine interaction with a child or regular responsibility for the care, custody, or control of a child or, if the duties involve interaction or responsibility, during any period of time in which the applicant, if hired, has such interaction or responsibility, unless another employee of the school district will be present, at all times, in the same room with the child or, if outdoors, will be within a thirty-yard radius of the child or have visual contact with the child.

Pursuant to R.C. 3319.39 and R.C. 109.57, the Board shall initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter BCI) for any applicant who has applied to the Board, to verify that no person has been convicted of or pled guilty to certain criminal offenses. Your response to the following question is therefore required:

Have you ever been convicted of or pled guilty to any violations of R.C. 2903.01, 2903.02 (murder or aggravated murder), 2903.03, 2903.04 (voluntary or involuntary manslaughter), 2903.11, 2903.12, 2903.13 (assault, felonious assault, aggravated assault), 2903.16 (failure to provide for functionally impaired person), 2903.21 (aggravated menacing), 2903.34 (patient abuse or neglect), 2905.01, 2905.02 (kidnapping, abduction), 2905.05 (child enticement), 2907.02 (rape), 2907.03 (sexual battery), 2907.04 (corruption of a minor), 2907.05, 2907.06 (sexual imposition or gross sexual imposition), 2907.07 (importuning), 2907.08 (voyeurism), 2907.09 (public indecency), 2907.21, 2907.22 (compelling or promoting prostitution), 2907.23, 2907.25 (prostitution or procuring prostitution), 2907.31 (disseminating matter harmful to juveniles), 2907.32, 2907.321 (pandering obscenity and/or child pornography), 2907.322 (pandering any sexually oriented materials involving or depicting minors), 2907.323 (use of minor in nudity-oriented materials or performance), 2911.01, 2911.02 (robbery or aggravated robbery), 2911.11, 2911.12 (burglary or aggravated burglary), 2919.12 (unlawful abortion), 2919.22 (endangering children), 2919.24 (contributing to unruliness or delinquency of child), 2919.25 (domestic violence), 2923.12 (carrying concealed weapon), 2923.13 (having weapon while under disability), 2923.161 (discharging firearm at or into a school or residence), 2925.02 (corrupting another with drugs), 2925.03 (trafficking in drugs), 2925.04 (illegal manufacture of drugs or cultivation of marijuana), 2925.05 (funding of drug or marijuana trafficking), 2925.06 (illegal administration or distribution of anabolic steroids), or 3716.11 (placing harmful objects or substances in food); a violation of R.C.2905.04 (child stealing) as it existed prior to July 1, 1996; a violation of R.C.2919.23 that would have been a violation of R.C.2905.04 as it existed prior to July 1, 1996; had the violation been committed prior to that date; a violation of R.C.2925.11 that is not a minor drug possession offense; or felonious sexual penetration in violation of former section 2907.12 of the Revised Code; or a violation of an existing or former law of this State, another state, or the United States that is substantially equivalent to any of the offenses or violations described above.

ANSWER BY SIGNING YOUR NAME WHERE APPROPRIATE:

NO: \_\_\_\_\_

YES: \_\_\_\_\_

**READ CAREFULLY**

Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Board having received the results of the criminal records investigation. In these cases, the Board shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Board prior to its receipt of a response from BCI, my employment shall be contingent upon subsequent receipt by the Board of a report from BCI which is not inconsistent with my answer to the above question. In the event I have been employed prior to the Board having received a report from BCI, and a subsequent report from BCI is received which is inconsistent with my answer to the above question, I specifically agree that the action taken by the Board employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceeding to formally terminate my contract of employment.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

02/16