

MARION LOCAL SCHOOLS
SUPPORT STAFF/NON-CERTIFIED APPLICATION
7956 State Route 119
Maria Stein, Ohio 45860

Return to:
Michael L. Pohlman, Superintendent

Phone: 419-925-4294
Fax: 419-925-0212

Date of application: _____ Date available: _____

Name: _____
Last First M

Present Address:

Street Address City State Zip

Telephones: Work: _____ Home: _____ Cell: _____

Specific position for which you are applying: _____

Custodial _____ Bus Driver _____ Secretary _____
Food Service _____ Teacher Aide _____

Your current position or job title: _____

Certification:

Pleas list all valid Ohio certificates that you currently hold. Attach photocopies of certificates to the application.

Educational Background/Training:

High School, Additional Schooling/Training Dates Diploma/Degree

Work Experience: Please list in reverse chronological order.

Name & Location Your Position Dates Supervisor

Please list additional skills you have mastered:

Aide (Educational):

- Pre-school
- Day care
- Playground duty
- Office aide

Bus Driver:

- School bus driver license
- Years of bus driving experience
- Type of vehicles can operate. List:

Custodial:

- Operate cleaning equipment
- Carpentry
- Electrical
- Plumbing
- Boiler

Food Service:

- People skills
- Commercial equipment operation
- Cashier skills

Secretarial:

- Word processing skills
- Typing skills
- Shorthand ability
- Copy/fax machines
- Tact/poise
- Good communication skills
- Computer software you know:

Please list community and school organizations in which you actively participate:

Military Experience: **Applies** **Does Not Apply**

If any, please describe _____

Essay Question: The Marion Local Superintendent and Board of Education are interested in what traits or qualities distinguish you from the average employee. In other words, "What gains will be made for the staff, students, and community?" Please hand write and limit to allowed space on this page!

Signature

References*: List below names of professional references and community people, who have first-hand knowledge of your professional work, character, personality, and scholarship. ***feel free to attach a reduced photocopy of a typed list of references.**

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Title</u> |
|-------------|----------------|--------------|--------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |

Ethical Standards: Have you experienced any problems with your conduct or misconduct or allegation of either that have brought your character into issue outside or inside of school?

Yes No If the answer is yes, please explain on a separate sheet of paper .

The Marion Local Schools routinely completes a records check on new employees and your initials are needed to indicate that you grant permission for the district to complete a policy records check if you are placed in final consideration for this position. (O.R.C. effective 10-29-93).

I have no problem with submitting to a records check, _____.
(Initials)

Marion Local Schools Employment Application

Application Process

- 1. Cover Letter
- 2. Completed District Application
- 3. Current Resume
- 4. Recommendations

Certification of Applicant

I hereby authorize Marion Local Schools to obtain from my employers all data needed to support this application. I hereby authorize Marion Local Schools to obtain from the references listed any information needed to support this application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

Signature of Applicant

Date

Equal Opportunity Employer