Kings Local School District

P.O. Box 910, Kings Mills, OH 45034

EMPLOYMENT APPLICATION

(If applying for an open position, please send application directly to contact name and address listed on posting)

DATE: POSITION DESIRED:

PERSONAL DATA			
NAME Last	First		Middle
PRESENT ADDRESS Street			
City	State	Zip	PRESENT PHONE
ARE YOU A U.S. CITIZEN?	SOCIAL SECURITY NUMBER		

EDUCATION			
	NAME & LOCATION	DATE OF DIPLOMA OR DEGREE	DATES IN ATTENDANCE
GRADE SCHOOL			
HIGH SCHOOL			
OTHER SCHOOL			

EMPLOYMENT HISTORY **LIST MOST RECENT JOB FIRST**			
COMPANY		POSITION	WAGES
FROM (MO/YR)	TO (MO/YR)	IMMEDIATE SUPERVISOR	REASON FOR LEAVING
COMPANY		POSITION	WAGES
FROM (MO/YR)	TO (MO/YR)	IMMEDIATE SUPERVISOR	REASON FOR LEAVING
COMPANY		POSITION	WAGES
FROM (MO/YR)	TO (MO/YR)	IMMEDIATE SUPERVISOR	REASON FOR LEAVING
COMPANY		POSITION	WAGES
FROM (MO/YR)	TO (MO/YR)	IMMEDIATE SUPERVISOR	REASON FOR LEAVING

REFERENCES

NAME	ADDRESS	PHONE	RELATIONSHIP
1.			
2.			
3.			
4.			

GENERAL QUESTIONS

WHEN WOULD YOU BE ABLE TO BEGIN WORK IF YOU ARE EMPLOYED?	SUBSTITUTE WORK?
WOULD YOU CONSIDER PART-TIME WORK?	DO YOU HAVE YOUR OWN TRANSPORTATION?

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR OTHER THAN A MISDEMEANOR DRIVING VIOLATION?
If yes, provide specifics including the date of your conviction, the identity of the court which convicted you and the nature of the crime for which you were found guilty.

FITNESS FOR POSITION

I have reviewed the job description for the position for which I am applying and certify that I am not aware of any physical or mental disability which I have that would prevent me from performing the essential functions of the job for which I am applying except for _____

_____ (Explain condition or write None)

APPLICANT CERTIFICATE AND RELEASE

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or subsequent dismissal if I am hired. I hereby authorize the district to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include, but not be limited to, such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the Kings Board of Education and the reference source from any liability in connection with the release or use of the information requested and provided.

Signature of Applicant