



Ridgewood Local School District

301 South Oak Street
West Lafayette, Ohio 43845
PHONE: (740) 545-6354
FAX: (740) 545-6336

APPLICATION FOR EMPLOYMENT

The Ridgewood Board of Education does not discriminate on the basis of religion, race, color national origin, sex, disability, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs, activities or employment opportunities.

POSITION APPLYING FOR:

Teaching Administrative Secretary Bus Driver Aide Cook
 Custodian Maintenance Coaching

NAME: _____ DATE _____
(Last) (First) (Middle)

ADDRESS: _____
(Number) (Street) (City) (State) (Zip)

PHONE: _____ SOCIAL SECURITY NUMBER: _____

When would you be available for work? _____

Have you been employed with us previously? Yes No If yes, give the date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a crime? Yes No If yes, please explain _____

BCI and FBI criminal history record checks and a drug screening will be required as a condition of employment.

EDUCATION/PROFESSIONAL TRAINING

Are you a high school graduate? ___ Yes ___ No

HIGH SCHOOL AND LOCATION:

COLLEGE/UNIVERSITY:

Dates attended: _____

Degree: _____ Major: _____

GRADUATE WORK:

Dates attended: _____

Degree: _____ Major: _____

PROFESSIONAL TRAINING:

Dates: _____

OTHER:

Dates: _____

Military Service: ___ Yes ___ No Number of years _____ (Details regarding type of discharge and proof of military service will be required after employment.)

EMPLOYMENT HISTORY

1. Employer: _____

Location: _____

Dates of employment: _____

Duties/description of job: _____

Reason for leaving: _____

2. Employer: _____

Location: _____

Dates of employment: _____

Duties/description of job: _____

Reason for leaving: _____

3. Employer: _____
Location: _____
Dates of employment: _____
Duties/description of job: _____
Reason for leaving: _____

REFERENCES:

Give the name, address and phone number of 3 references who are NOT related to you and who are NOT previous employers:

1. _____ (Name)	_____ (Address)	_____ (Phone)
2. _____ (Name)	_____ (Address)	_____ (Phone)
3. _____ (Name)	_____ (Address)	_____ (Phone)

READ CAREFULLY BEFORE SIGNING:

1. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.
2. I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeing such information and all other persons, corporations or organizations for furnishing such information.
3. I agree that any claim or lawsuit relating to my service with Ridgewood School 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.

Signature of applicant: _____ Date: _____

OFFICE USE ONLY:

Date Interviewed: _____

Interviewers: _____

REFERENCE CHECKS:

1. _____

2. _____

3. _____

BCI/FBI CRIMINAL HISTORY CHECKS: _____

DRUG SCREENING: _____

NOTES:

Degree Status:

BA___ **150**___ **Masters**___ **Masters + 30**___ **Doctorate**___

Present contract status (if applicable) _____

Credit for previous service _____

CDL Status (if applicable) _____

Driver Abstract (if applicable) _____