

Crestline Exempted Village School District
Application for Classified Substitute Employment

Last Name	First Name	Middle Name
Street Address		Position Sought
City, State, Zip		Date of Application
Home Phone	How were you referred?	
	<input type="checkbox"/> Employee: _____ <input type="checkbox"/> Advertisement <input type="checkbox"/> College	
Work Phone	<input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk In <input type="checkbox"/> Resume or Letter <input type="checkbox"/> Other: _____	

PLEASE READ CAREFULLY AND COMPLETE BY PRINTING IN INK OR TYPING.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 UNDER REVISED CODE, WHICH IS A MISDEMEANOR UNDER THE FIRST DEGREE.

PROVIDE ALL INFORMATION REQUESTED

Your complete application form will be maintained in our active files for 1 year from the date of application. You may submit a new application at any time.

THE CRESTLINE EXEMPTED VILLAGE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, status as a disabled veteran or any other protected status. Information provided on this application will not be used for any discriminatory purpose.

Crestline Exempted Village School District
Application for Classified Substitute Employment

MISCELLANEOUS DATA		
Have you ever been employed by the Crestline Schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, indicate when</i>
Do you have any relatives employed by Crestline?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>if yes, indicate who</i>
Have you ever been convicted of any crimes other than minor traffic violations during the past 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>if yes, list below</i>
Are there any visa or immigration issues outstanding that prevent your lawful employment by the district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>if yes, please comment below</i>
Remarks:		
EMPLOYMENT RECORD		
<i>Starting with the present or most recent job, list all previous employers. Include self-employment, part-time, and seasonal jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but you must complete this application form as well.</i>		
Present / Last Employer	Title or Job Classification	
Street Address	City, State, Zip	
Phone	Supervisor	
Salary	Brief Description of Duties:	
Start Date		
End Date		
Reason for Leaving		
Previous Employer	Title or Job Classification	
Street Address	City, State, Zip	
Phone	Supervisor	
Salary	Brief Description of Duties:	
Start Date		
End Date		
Reason for Leaving		

Crestline Exempted Village School District
Application for Classified Substitute Employment

Previous Employer	Title or Job Classification
Street Address	City, State, Zip
Phone	Supervisor
Salary	Brief Description of Duties:
Start Date	
End Date	
Reason for Leaving	
Previous Employer	Title or Job Classification
Street Address	City, State, Zip
Phone	Supervisor
Salary	Brief Description of Duties:
Start Date	
End Date	
Reason for Leaving	
Previous Employer	Title or Job Classification
Street Address	City, State, Zip
Phone	Supervisor
Salary	Brief Description of Duties:
Start Date	
End Date	
Reason for Leaving	
OUTSIDE ACTIVITIES	
<i>Exclude those indicating, race, color, religion, sex, national origin, age, handicap, or Vietnam-era veteran status.</i>	
Professional memberships, certificates, or licenses	
Past or present civic or cultural activities <i>(include offices held)</i>	
Principal Hobbies	

Crestline Exempted Village School District
Application for Classified Substitute Employment

EDUCATIONAL HISTORY						
<i>School Name</i>	<i>City, State</i>	<i>Major / Subject</i>	<i>Start Date</i>	<i>End Date</i>	<i>Degree / Diploma</i>	<i>Awarded? (Y/N)</i>
<i>High School</i>						
<i>College</i>						
<i>College</i>						
<i>College</i>						
<i>Other Education / Training</i>						
SPECIAL SKILLS						
Typing			<input type="checkbox"/> Yes <input type="checkbox"/> No		Words Per Minute	
Computer Skills			<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>List Programs & Competencies</i>						
Management Experience			<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Describe</i>						
<i>Please list other skills and / or equipment experience you have</i>						
US MILITARY RECORD						
Branch of Service			From		To	
Present Military Affiliation						
<input type="checkbox"/> None <input type="checkbox"/> Active Reserve <input type="checkbox"/> Inactive Reserve						
Types of Training and Duties while in service						

Crestline Exempted Village School District
Application for Classified Substitute Employment

PROFESSIONAL WORK REFERENCES				
<i>List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying</i>				
Name	Title / Relationship	Address	Telephone	Occupation
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Wages or Salary Required				
Earliest Start Date				
Please write a brief paragraph describing your reasons for applying for this position				
I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the employer’s service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment and my continued employment depends upon the will of the employer itself.				

Crestline Exempted Village School District
Application for Classified Substitute Employment

Signed: _____ Date: _____ _____
