

# Application for Classified Position



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This is an official application for employment at the Muskingum Valley Educational Service Center, Muskingum County, Ohio, and will be maintained for a period of two years from the application date. **Each section of this document must be completed entirely and truthfully.** Information identified in this application is subject to verification by the employer.

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## PERSONAL INFORMATION

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Name: \_\_\_\_\_  
First Middle Last

Permanent Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Temporary Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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## MILITARY SERVICE

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Have you ever served in the U.S. Military? If yes, please explain:

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\_\_\_\_\_

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## POSITION APPLIED FOR

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Positions for which application is being Made (be specific): (Example: Administrative Assistant, Paraprofessional, Custodian, etc.)

Full-time \_\_\_\_ Part-time \_\_\_\_ Substitute \_\_\_\_

First Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Date Available: \_\_\_\_\_

Please state briefly, in your own handwriting, your reason for wanting a position with the ESC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EDUCATION** – Please list most recent first

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Name of School/College	Field of Study	GPA	Type of Degree/Hours

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**WORK EXPERIENCE** – Please list most recent first

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Employer/Address	Position Held	Dates from/To	Type of Degree/Hours

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**OTHER RELATED EXPERIENCE** - Please list below any other related experience.

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**REFERENCES**

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Name	Position/Relationship	Address	Phone Number

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**PLEASE CHECK AREAS OF EXPERIENCE**

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- Adding Machine/Calculator
- Copy Machine
- Shorthand
- Typing
- Computer Operator/Programmer
- Microsoft Office Software - Access
- Microsoft Office Software - Excel
- Microsoft Office Software – Publisher
- Microsoft Office Software – Word
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

- Carpentry
- Electrical
- Welding
- Plumbing
- Painting
- Landscaping/Gardening
- Commercial Driver’s License
- School bus Driver’s License
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Please list any other machinery and/or equipment you can operate and any other skills.

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**ADDITIONAL INFORMATION**

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Please use all or part of the space below to give, in your own handwriting, whatever addition information you would like to share about yourself. Please feel free to elaborate about yourself, your education, your experience, community activities, etc.

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**BACKGROUND INVESTIGATION AND AFFIDAVIT:** Please read the following carefully, check the truthful and appropriate response below, sign and date.

As a potential candidate for employment at the Muskingum Valley ESC, you hereby notified that criminal record checks, including fingerprints, will be required of you should you come under final consideration for employment. A satisfactory criminal records check is a precondition for employment. Should you be hired, you will be required to submit your fingerprints to the Bureau of Criminal Identification and Investigation, and you will be instructed how to obtain the BCI/FBI background check. If the criminal records check shows that the applicant who fails or refuses to cooperate in a criminal records check will not be employed by the ESC.

The specific criminal offenses which operate as a bar to employment are:

- Murder or aggravated murder
- Voluntary or involuntary manslaughter
- Assault, felonious assault, aggravated assault
- Failure to provide proper care for functionally impaired person
- Aggravated menacing
- Patient abuse or neglect
- Kidnapping, abduction
- Child stealing or child enticement
- Rape
- Sexual battery
- Felonious sexual penetration
- Sexual imposition or gross sexual imposition
- Corruption of a minor
- Importuning
- Voyeurism
- Public indecency
- Prostitution or procuring prostitution
- Compelling or promoting prostitution
- Pandering obscenity and/or child pornography
- Disseminating matter harmful to juveniles
- Pandering any sexually oriented materials involving or depicting minors
- Use of minor in nudity-oriented materials/performance
- Robbery or burglary or aggravated robbery or burglary
- Unlawful abortion
- Endangering children
- Contributing to unruliness or delinquency of child
- Domestic violence
- Carrying concealed weapon
- Having weapon while under disability
- Discharging firearm at or into school or residence
- Corrupting another with drugs
- Trafficking in drugs
- Placing harmful object or substance in food
- Any other felony as per ORC 3319.31
- Any other offense of violence as per ORC 3319.31
- Any other theft offense as per ORC 3319.31
- Any other drug abuse offense not a minor misdemeanor

**Please check the appropriate answer:**

Yes	No	
_____	_____	Have you ever been convicted of or pled guilty to any violation above?
_____	_____	Have you ever been convicted of or charged with any violation of the law other than a minor traffic violation? (This includes but is not limited to misdemeanors, felonies, driving while intoxicated even if no time was served)
_____	_____	Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child?
_____	_____	Have you ever been investigated by the Department of Social Services-Child Protective Services Unit for abuse or neglect with a result of "founded" or "reason to suspect"?
_____	_____	Do you have criminal charges or procedures pending?
_____	_____	Have you ever been suspended, dismissed, fired or discharged from a position of employment?
_____	_____	Have you ever had a teacher certificate/license suspended or revoked?
_____	_____	Have you ever been asked to resign from a position of employment?
_____	_____	Is there any reason why you would not be able to perform the duties outlined in the job description with reasonable accommodation?

If your answer to any of the above questions is yes, please explain on a separate page and include in this application.

**PRE-EMPLOYMENT DRUG TEST:** Persons being considered for a position at the Muskingum Valley ESC may be asked to submit to a pre-employment drug/alcohol screening test prior to employment with the Governing Board. Any Applicant found to test positive for a controlled substance as outlined in the DOT Regulations shall not be employed.

My Signature below authorizes the Muskingum Valley ESC to conduct any investigation necessary to determine my qualifications for employment and authorizes release of information in connection with this application. I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that, if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

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

The Muskingum Valley Educational Service Center is an equal opportunity employer fully and actively supporting equal opportunities for all persons, regardless of race, color, religion, sex, age, creed, national origin or disability.

**Thank you for your interest in working with the children of the Muskingum Valley ESC.**