

**WAYNE LOCAL SCHOOLS**  
659 Dayton Rd., Waynesville, OH 45068  
**NON-CERTIFICATED APPLICATION**

Application Date \_\_\_\_\_ Full-Time Position \_\_\_\_\_ Substitute Position \_\_\_\_\_

Application for position of: \_\_\_\_\_ Bus Driver \_\_\_\_\_ Secretary  
\_\_\_\_\_ Cook \_\_\_\_\_ Teacher's Aide  
\_\_\_\_\_ Custodian \_\_\_\_\_ Other

**PERSONAL DATA**

Name \_\_\_\_\_ SSN \_\_\_\_\_  
Last First MI

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street City State/Zip Include Area Code

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street/PO Box City State/Zip Include Area Code

**AVAILABILITY**

What shift do you prefer to work? \_\_\_\_\_ Are you willing to work other hours? \_\_\_\_\_

How far do you live from the school district? \_\_\_\_\_ Do you have transportation? \_\_\_\_\_

**EDUCATIONAL DATA**

School Most Recently Attended \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Last Grade Attended \_\_\_\_\_ Did you Graduate? \_\_\_\_\_ Now Enrolled in Any Classes \_\_\_\_\_

**THREE MOST RECENT JOBS**

(1) Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

(2) Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

(3) Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

What additional relevant experiences or training have you had other than your work experience, military service, and education? \_\_\_\_\_

PERSONAL REFERENCES

| Name of Reference | Relationship | Mailing Address | Telephone |
|-------------------|--------------|-----------------|-----------|
|                   |              |                 |           |
|                   |              |                 |           |

May we contact your present/previous employer(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

MILITARY

Have you ever served in the military? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch of Service \_\_\_\_\_ Inclusive Dates \_\_\_\_\_

Wayne Local Schools is an equal opportunity employer and prohibits discrimination because of age, race, color, religion, sex, disability or national origin in all employment practices including hiring, firing, promotion, compensation, and other terms, privileges, and conditions of employment covered under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the provisions of the Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act.

In consideration of potential or actual future employment, the undersigned applicant hereby grants to Wayne Local Schools permission to check, search or copy the records of any local, state or federal law enforcement or police agency regarding the applicant's traffic and/or criminal law violations, if any, at the expense of the applicant. The applicant fully and completely releases the district and any said release of information or records regarding the undersigned applicant.

Due to the length of time required for completion of the background check(s), it may occasionally be necessary to employ a person prior to the Board of Education having received the results of the BCI and/or FBI background check(s). In these cases the Board of Education shall rely on the applicant's information provided in the employment application. However by signing this document I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from the Bureau of Criminal Identification and Investigation (BCII) my employment shall be contingent upon subsequent receipt by the Board of Education of a report from BCII which is consistent with my answer to the above question and does not contain evidence of a conviction for any of the crimes set forth in Section 3319.39 of the Ohio Revised Code.

In the event I have been employed prior to the Board having received a report from the BCII which is not consistent with my answer to the above question or contains evidence of a conviction for any of the crimes set forth in Section 3319.39 of the Ohio Revised Code, I specifically agree that the action of the Board employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract and employment.

I certify that I have read and fully completed this application, and the information contained on this application is correct to the best of my knowledge, and I understand that any omission or erroneous information is grounds for dismissal. I authorize the references listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and I release all parties from all liability for any damage that may result from furnishing same to you. I understand that as part of the procedure for my employment application a complete background check, including finger printing, will be conducted.

Please read carefully and sign and date

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please return application to:

**WAYNE LOCAL SCHOOLS**

Attn: Patrick Dubbs, Superintendent  
659 Dayton Rd., Waynesville, OH 45068

Phone: 513-897-6971

Fax: 513-897-9605