

HIGHLAND LOCAL SCHOOLS
3880 RIDGE ROAD
MEDINA, OHIO 44256
330-239-1901



APPLICATION FOR EMPLOYMENT

Name _____ Date _____

Cellular/Other Phone _____ Email _____

Address _____
(Street) (City) (Zip Code)

Position applied for _____

On what date would you be available for work? _____

Have you ever been employed here before? Yes No

If yes, give dates _____

Do you have a legal right to be employed in the USA? Yes No

If you are under 18, can you provide a work permit if required? Yes No

If driving may be required in the job for which you are applying, please provide your driver's license number.

DL# _____ State _____

LEGAL QUESTIONS Each question **MUST** be answered by placing an **X** in the appropriate box.

If you answer YES to any question, attach an explanation to this application.
Please indicate the **year of conviction**, the **nature of the offense** and the **court where the matter was heard**.

HAVE YOU EVER...

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Had a criminal conviction sealed or expunged?

Signature _____ Date _____

EDUCATIONAL BACKGROUND

High School:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational or other training:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

Special training or skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

EMPLOYMENT EXPERIENCE

Place an **X** by the employer(s) you do not want us to contact. List the most recent employer first.

Employer _____
 Address _____
 Position _____ Supervisor _____
 Email _____ Phone _____
 Dates Employed _____ Hourly Rate/Salary _____
 Reason for Leaving _____

Employer _____
 Address _____
 Position _____ Supervisor _____
 Email _____ Phone _____
 Dates Employed _____ Hourly Rate/Salary _____
 Reason for Leaving _____

Employer _____
 Address _____
 Position _____ Supervisor _____
 Email _____ Phone _____
 Dates Employed _____ Hourly Rate/Salary _____
 Reason for Leaving _____

Employer _____
 Address _____
 Position _____ Supervisor _____
 Email _____ Phone _____
 Dates Employed _____ Hourly Rate/Salary _____
 Reason for Leaving _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights, and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using truthful and nondefamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

Applicant's Signature _____ **Date** _____

Highland Local School District is an equal opportunity employer. The Highland Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.