

*CLASSIFIED EMPLOYMENT APPLICATION*  
**ASHLAND COUNTY-WEST HOLMES CAREER CENTER**

1783 State Route 60  
Ashland, Ohio 44805 Telephone – (419) 289-3313

**PERSONAL DATA**

Name \_\_\_\_\_  
Last First Middle or Maiden Name

Other Name(s) \_\_\_\_\_  
(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record)

Present Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Home Phone \_\_\_\_\_  
Area Code Number

Cell Phone \_\_\_\_\_  
Area Code Number

Email \_\_\_\_\_

To assist in maintaining contact with me, here is the name, address and phone number of a person through whom I may be reached.

Name of Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_  
Area Code Number

Relationship: \_\_\_\_\_

Address of Contact Person \_\_\_\_\_  
Street City State Zip

**POSITION DESIRED**

**MARK THE APPROPRIATE BOXES:**

**INDICATE POSITION(S) DESIRED:**

- New Application
- Former Employee
- Previous Application on File

- Asst. Treasurer
- Bus Driver
- Custodial
- Food Service
- Groundskeeper

- Maintenance
- Payroll Clerk
- Receptionist
- Secretary
- Teacher Aide
- Other \_\_\_\_\_

## GENERAL INFORMATION

- Yes  No Within the last five (5) years, have you resided outside the State of Ohio?
- Yes  No Are you presently under contract?  
If presently employed, why do you wish to change positions? \_\_\_\_\_
- Yes  No Have you been employed under a continuing contract in Ohio?  
My continuing contract was granted by: \_\_\_\_\_ on \_\_\_\_\_ Date  
School System
- Yes  No Have you ever been interviewed for a position at ACWH Career Center? If yes, please give date and position interviewed for: \_\_\_\_\_
- Yes  No Are you personally related to any current or former employees of ACWH Career Center?  
If yes, please provide their name and relationship to you: \_\_\_\_\_
- Estimate your total absence from work or school for the last three years and explain the reason(s):  
\_\_\_\_\_
  - What strengths do you have which would help you when working around students (if applicable)? \_\_\_\_\_
- Yes  No Are you willing to substitute?  
 Yes  No Do you have a driver's license?  
 Yes  No Do you have a Commercial Driver's License?  
 Day  Evening  Both Are you available for day or evening work?

## EDUCATION

|                          | Name & Address of School | Dates Attended | Grades Completed | Degree or Diploma |
|--------------------------|--------------------------|----------------|------------------|-------------------|
| <b>High School</b>       |                          |                |                  |                   |
| <b>College/Technical</b> |                          |                |                  |                   |
| <b>Graduate Work</b>     |                          |                |                  |                   |
| <b>Special</b>           |                          |                |                  |                   |

You have my permission to contact any of the above mentioned persons.  Yes  No

## MILITARY EXPERIENCE

Have you served in the Military?  Yes  No Branch of the service: \_\_\_\_\_

Special Training and/or Experiences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EMPLOYMENT HISTORY

(List Most Recent First)

|                           |  |                                    |  |
|---------------------------|--|------------------------------------|--|
| <b>Employer Name</b>      |  |                                    |  |
| <b>Employer Address</b>   |  |                                    |  |
| <b>Job Title</b>          |  | <b>Dates of Employment</b>         |  |
| <b>Supervisor's Name</b>  |  | <b>Supervisor's Contact Number</b> |  |
| <b>Reason for Leaving</b> |  |                                    |  |

|                           |  |                                    |  |
|---------------------------|--|------------------------------------|--|
| <b>Employer Name</b>      |  |                                    |  |
| <b>Employer Address</b>   |  |                                    |  |
| <b>Job Title</b>          |  | <b>Dates of Employment</b>         |  |
| <b>Supervisor's Name</b>  |  | <b>Supervisor's Contact Number</b> |  |
| <b>Reason for Leaving</b> |  |                                    |  |

|                           |  |                                    |  |
|---------------------------|--|------------------------------------|--|
| <b>Employer Name</b>      |  |                                    |  |
| <b>Employer Address</b>   |  |                                    |  |
| <b>Job Title</b>          |  | <b>Dates of Employment</b>         |  |
| <b>Supervisor's Name</b>  |  | <b>Supervisor's Contact Number</b> |  |
| <b>Reason for Leaving</b> |  |                                    |  |

|                           |  |                                    |  |
|---------------------------|--|------------------------------------|--|
| <b>Employer Name</b>      |  |                                    |  |
| <b>Employer Address</b>   |  |                                    |  |
| <b>Job Title</b>          |  | <b>Dates of Employment</b>         |  |
| <b>Supervisor's Name</b>  |  | <b>Supervisor's Contact Number</b> |  |
| <b>Reason for Leaving</b> |  |                                    |  |

***PLEASE NOTE: False, Exaggerated, or misleading information concerning job qualifications can result in denial of further consideration for employment or termination if already employed.***

## **REFERENCES**

(Do Not List Relatives)

|                              |  |
|------------------------------|--|
| <b>Name of Reference</b>     |  |
| <b>Position/Relationship</b> |  |
| <b>Mailing Address</b>       |  |
| <b>Phone Number</b>          |  |

|                              |  |
|------------------------------|--|
| <b>Name of Reference</b>     |  |
| <b>Position/Relationship</b> |  |
| <b>Mailing Address</b>       |  |
| <b>Phone Number</b>          |  |

|                              |  |
|------------------------------|--|
| <b>Name of Reference</b>     |  |
| <b>Position/Relationship</b> |  |
| <b>Mailing Address</b>       |  |
| <b>Phone Number</b>          |  |

## **CRIMINAL RECORDS CHECK & NOTIFICATION**

I hereby authorize Ashland County-West Homes Career Center to obtain from my former employer all data needed to support this application. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to: a) cancel further consideration of this application; b) rescind an offer that has been made; or if I am employed (c) immediately discharge me from continued employment, waive any rights under Chapter 3319 of the ORC, regardless of when the discovery is made and regardless of my work performance. I certify that all information on this application is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*The Ashland County – West Holmes Joint Vocational School District Board of Education and its staff are dedicated to providing equal educational opportunities, equal employment opportunities, and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The district follows the regulations of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.*

Ashland County-West Holmes Career Center is An Equal Opportunity Employer