

# ADA EXEMPTED VILLAGE SCHOOLS

725 West North Avenue

Ada, Ohio 45810

## Support Staff / Classified Application

Date of application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
City State Zip Code

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Specific Position(s) that you are applying for: Custodian \_\_\_\_\_ Bus Driver \_\_\_\_\_ Secretary \_\_\_\_\_  
Food Service Worker \_\_\_\_\_ Teachers' Aide \_\_\_\_\_ (Requires a license)

Position(s) Sought: Full-time \_\_\_\_\_ Substitute \_\_\_\_\_

Your current position or job title: \_\_\_\_\_

**Certification:** Please list all valid Ohio certificates that you currently hold. Attach photo copies of certificates to the application.

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

### Educational Background:

<u>High School, Additional Schooling/Training</u>	<u>Grade Last Completed</u>	<u>Diploma/Degree</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Work Experience: (Please list in reverse chronological order)

<u>Name and Location</u>	<u>Your Position</u>	<u>Dates (years)</u>	<u>Supervisor</u>
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

**Additional skills and/or experience:**

**Teacher's Aide**

- \_\_\_\_\_ Pre-School
- \_\_\_\_\_ Day Care
- \_\_\_\_\_ Playground Duty

**Bus Driver**

- \_\_\_\_\_ School Bus
- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ Years of Bus Driving Experience

**Custodial**

- \_\_\_\_\_ Operate Cleaning Equipment
- \_\_\_\_\_ Carpentry
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Boiler
- \_\_\_\_\_ Type of vehicles you can operate

**Food Service**

- \_\_\_\_\_ People Skills
- \_\_\_\_\_ Commercial Equipment Operation
- \_\_\_\_\_ Cashier Skills

**Secretarial**

- \_\_\_\_\_ Word processing skills
- \_\_\_\_\_ Typing skills
- \_\_\_\_\_ Copy/Fax Machines
- \_\_\_\_\_ Good Communication Skills
- \_\_\_\_\_ Computer Software you know: \_\_\_\_\_
- \_\_\_\_\_

Please list **Community and School Organizations** in which you actively participate:

\_\_\_\_\_

\_\_\_\_\_

**Military Experience:** \_\_\_\_\_ Applies \_\_\_\_\_ Does Not Apply

If any, please describe: \_\_\_\_\_

**Essay Question:** The Ada Superintendent and Board of Education are interested in what traits or qualities distinguish you from the average, run-of-the-mill potential employee. In other words, "What gains will be made for the staff, students, and community? Please hand write and limit to allowed space on this page.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:** List below names of professional references and community people, who have first-hand knowledge of your professional work, character, personality, and scholarship.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Title</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**Ethical Standards:** Have you experienced any problems with your conduct or misconduct or allegations of either that have brought your character into issue outside or inside of school?

\_\_\_\_\_ Yes \_\_\_\_\_ No *If the answer is yes, please explain on a separate sheet of paper.*

Have you ever been convicted of any crime that is a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If the answer is yes, please attach an explanation.*

**Application Requirements:**

- \_\_\_\_\_ 1. Completed District Application
- \_\_\_\_\_ 2. Completed FBI/BCI Background Checks
- \_\_\_\_\_ 3. Copy of Driver's License and Social Security Card
- \_\_\_\_\_ 4. Completed tax forms

**Certification of Applicant**

I hereby authorize the Ada Exempted Village Schools to obtain from my employers all data needed to support this application. I hereby authorize Ada Exempted Village Schools to obtain from the references listed any information needed to support this application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

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

\_\_\_\_\_  
Date

**Return to:**

**Superintendent of Schools  
Ada Exempted Village Schools  
725 W. North Avenue  
Ada, Ohio 45810**

**Phone: 419-634-6421**

**Fax: 419-634-0311**

***Ada Exempted Village Schools is an equal opportunity employer.  
Ada Schools does not discriminate based on sex, age, handicap, race, religion, color or creed.***