



**EMPLOYMENT APPLICATION
SUPPORT STAFF**

A. APPLICANT INFORMATION *(please print)*

Full name: _____
 Last First Middle

Address: _____
 Street City, state ZIP code

Phone: () _____
 Home Cell

E-mail: _____

B. POSITION/SALARY DESIRED

Position _____ Date available _____

I prefer to work (check all that apply): Full-time Part-time Either Substitute

Salary desired: \$ _____ Hourly Monthly Annually

C. EMPLOYMENT HISTORY *(most recent first)*

Organization/Address	Position/Duties	Supervisor/Telephone	Dates From/To

D. GENERAL INFORMATION

1. Are you physically and mentally able to perform the essential functions of the position for which you are applying?

Yes No If no, please describe:

2. First aid: Are you trained in first aid? No Yes (date completed: _____)

CPR: Are you CPR certified? No Yes (date completed: _____)

3. Foreign language ability: _____

Speak: Fluently Some None

Read/write: Fluently Some None

APPLICANT QUESTIONS

A. What are three reasons why you would like to be an employee of West Muskingum Local School District?

- 1. _____

- 2. _____

- 3. _____

B. Describe how you perceive yourself interacting with parents, students, community members, and staff members:

EMPLOYMENT VERIFICATION AND CRIMINAL RECORDS CHECK

It is understood and agreed that the West Muskingum School District Board of Education may contact my former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) for a background check (which includes fingerprinting) and I hereby consent to such inquiries. I understand that I am responsible for any cost involved in obtaining the BCI and FBI check.

I certify that all information on this application is true and complete to the best of my knowledge, and I understand that any withholding or falsification of information on this application is grounds for dismissal.

NOTE: Applicants are also responsible for obtaining a TB test (current within 90 days) at their own expense prior to employment.

Applicant's Signature

Date

It is the policy of the West Muskingum Board of Education that the best-qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, or marital status.