



Miami Trace Local School District  
 3818 State Route 41 NW • Washington C.H., OH 43160  
 PH: (740) 335-3010 • FAX: (740) 335-1959  
<http://www.miamitrace.k12.oh.us>

## Classified Employment Application

Please type or print in black ink

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month                  Date                  Year

**Personal Information:**

\_\_\_\_\_  
 Last Name    First    Middle

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City    State    Zip

\_\_\_\_\_  
 Home Telephone          Work Telephone          Cell Telephone          Email Address:

Are you authorized to work in the United States?     Yes     No

**Educational History:**

School Name	Location (city,state)	Graduated		Field of Study
		Yes	No	
<i>High School:</i>				
<i>College/Universities:</i>				
<i>Technical or other training (specify):</i>				

Pursuant to section 3319.39 of the Ohio Revised Code, any offer of employment will be contingent on the results of a criminal background check conducted by the Ohio Bureau of Criminal Identification (BCI). Any conviction or plea of guilty to the offenses listed in section 3319.39 (B) (1) of the Ohio Revised Code may bar the applicant's employment with the district.

Applicants are considered for all positions without regard to sex (including sexual orientation), religion, color, age, national origin, disability, race, ancestry, citizenship status, military status, genetic information, or any other legally protected category.

**Work Preferences:**

<p>Check those positions for which you are applying/qualified:</p> <p><input type="checkbox"/> Bus Mechanic      <input type="checkbox"/> Maintenance</p> <p><input type="checkbox"/> Custodial          <input type="checkbox"/> Bus Driver</p> <p><input type="checkbox"/> Educational Aide   <input type="checkbox"/> Secretarial/Clerical</p> <p><input type="checkbox"/> Food Service       <input type="checkbox"/> Other</p>	<p>Regarding work scheduling, check those applicable:</p> <p><input type="checkbox"/> Full Time            <input type="checkbox"/> Part Time</p> <p><input type="checkbox"/> Substitute           <input type="checkbox"/> Summer Only</p> <p><input type="checkbox"/> Other _____</p>
---	---

Are you available to work in any building? \_\_\_\_ Yes \_\_\_\_ No If not, list below the schools that you will be available to work in.

---

Have you previously applied for a position in the Miami Trace Local School District? \_\_\_\_ Yes \_\_\_\_ No  
 If so, when? \_\_\_\_\_

Do you have any duties, responsibilities, or obligations which would prevent you from attending meetings or participating in other activities outside of working hours that are related to the total school program? Please list description(s).

---



---

Write a brief statement adding any information that will help give us a more complete estimate of your interests, abilities, qualifications, and future goals.

---



---

**Work Experience (most recent first):**

Company Name/Supervisor	Address/Phone	Dates:		Reason for Leaving	Type of work you did
		Started	Left		

Complete only the section(s) that applies to the position(s) you desire.

**Custodial/Maintenance**

Do you prefer:  Custodial Work  Maintenance Work  Either

Experience in:  Carpentry  Electrical  Furnace Repair  Welding

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Secretarial/Clerical/Educational Aide**

Have you worked with children?  Yes  No – Give details: \_\_\_\_\_

Skills:  Typing:  wpm  Bookkeeping  Payroll

Business Machines – describe your experience: \_\_\_\_\_

Software Training: \_\_\_\_\_

Library Training: \_\_\_\_\_

Other: \_\_\_\_\_

**Food Services**

List any experience or special training you have had in quantity food production service: \_\_\_\_\_

Have you had any work experience involving sanitation procedures?  Yes  No Please describe: \_\_\_\_\_

Describe any work experience you have had that involved handling cash: \_\_\_\_\_

Have you worked with children? Give details: \_\_\_\_\_

**School Bus Driver / Bus Mechanic**

Number of years of driving experience:  Car  Bus  Truck

Type of license currently held: Operator's: # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Has your operator's license or CDL license ever been revoked?  Yes  No

Describe your interests/experience in the job for which you are applying. \_\_\_\_\_

Are you willing to attend a school bus driver's training course?  Yes  No

Have you worked with children? Give details: \_\_\_\_\_

**References:** Please list five (5) individuals who can attest to your professional qualifications, effectiveness, and abilities.

Name and Title	Address	Phone Number

Have you ever been discharged or requested to resign from a position? \_\_\_\_ Yes \_\_\_\_ No If so, please explain:

---

---

I certify that the information in this application is true and accurate to the best of my knowledge and belief.

I hereby authorize the Miami Trace Board of Education or its agents to conduct such investigations and to obtain such records (including criminal records) as the Board deems necessary and release all parties from all liability for any damage that may result from furnishing such information to Miami Trace Schools. I understand that giving false or misleading information, either oral or written, may result in denial or termination of my employment.

I also agree and acknowledge that, if hired, federal law requires me to provide Miami Trace Schools with appropriate identity and employment eligibility documents within three (3) days of hire; and if hired, thereafter when necessary to demonstrate continued compliance with the immigration laws. I acknowledge that, if hired, failure on my part to provide such documentation will result in termination.

I understand that Ohio public records laws may mandate disclosure of applicant and employee information by the school district. I agree to accept the provisions of the appropriate school employees' retirement system of Ohio and to comply with all rules and regulations of the Miami Trace Local School District. I understand that this is an application for employment and that no offer of employment is being made at this time.

By signing below I acknowledge that I agree with all the above terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date