



**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS**

400 East Washington Street

Chagrin Falls, OH 44022

**CLASSIFIED APPLICATION**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION DESIRED

\_\_\_\_\_  
DATE

**CERTIFICATION OR LICENSE INFORMATION**  
(CDL, AIDE CERTIFICATE, ASFS FOOD SERVICE CERTIFICATE, ETC.)

Type \_\_\_\_\_

The candidate must include evidence of certification or license if applicable for the position sought

Please type or print all information

**I. PERSONAL INFORMATION**

Social Security Number \_\_\_\_\_

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

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

City, State, Zip Code \_\_\_\_\_

Phone Numbers (Including Area Code) \_\_\_\_\_ Cell Phone \_\_\_\_\_

**I WOULD LIKE TO BE CONSIDERED FOR:**

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_

**IN THE FOLLOWING AREAS:**

Secretarial \_\_\_\_\_ Educational Aide \_\_\_\_\_ Food Service \_\_\_\_\_

Custodial \_\_\_\_\_ Bus Driver \_\_\_\_\_ Maintenance \_\_\_\_\_

OFFICE USE ONLY										
Application	Interview	BCI	FBI	Aide Cert.	CDL Bus Drivers	TB Test (Neg.)	Ref. Check Form	OAPSE Agreement	Hep B Letter	Bloodborne Pathogens

Date Received \_\_\_\_\_ Date Employed \_\_\_\_\_

Date Interviewed \_\_\_\_\_ For Position \_\_\_\_\_

Interviewers \_\_\_\_\_

D.O.T. \_\_\_\_\_

**II. EDUCATION**

High School Attended \_\_\_\_\_

Did you receive a High School Diploma Yes \_\_\_\_\_ No \_\_\_\_\_

College/University \_\_\_\_\_ Degree Granted/Date \_\_\_\_\_

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

Additional Training – List any additional training related to the position for which you are applying

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

**III. REFERENCES – Include Principals, Superintendents, Supervisors or others for whom you have worked recently**

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

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

**IV. WORK EXPERIENCE (List current experience first)**

From \_\_\_\_\_ To \_\_\_\_\_ Title of Position \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Name and Phone Number of Supervisor \_\_\_\_\_

Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_



From \_\_\_\_\_ To \_\_\_\_\_ Title of Position \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Name and Phone Number of Supervisor \_\_\_\_\_

Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_



From \_\_\_\_\_ To \_\_\_\_\_ Title of Position \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Name and Phone Number of Supervisor \_\_\_\_\_

Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_



Do we have your approval to contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**V. COMPLETE ONLY THE AREA BELOW IF IT APPLIES TO THE POSITION FOR WHICH YOU ARE APPLYING**

**Secretary/Aide** – Check each category in which you have training or experience.

Library Clerical \_\_\_\_\_ Typing (words per minute) \_\_\_\_\_  
Shorthand \_\_\_\_\_ Bookkeeping/Payroll \_\_\_\_\_  
Educational Aide Permit \_\_\_\_\_

List any computer software program you have experience using \_\_\_\_\_  
\_\_\_\_\_

**Bus Driver**

Have you ever had a damage accident? \_\_\_\_\_

If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been cited for a traffic regulation violation? \_\_\_\_\_

If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food Service** – Check each category in which you have training or experience.

Food Service Prep/Production \_\_\_\_\_ Cashier \_\_\_\_\_  
Catering \_\_\_\_\_ Commercial Restaurant Equipment \_\_\_\_\_  
Sanitation Certification \_\_\_\_\_

**VI. OTHER CONSIDERATIONS**

Have you ever worked for or applied for a position with the Chagrin Falls Exempted Village Schools before?

Yes \_\_\_\_\_ No \_\_\_\_\_ Dates of Application or Employment \_\_\_\_\_

If yes, under what name? \_\_\_\_\_

Have you ever been dismissed from or refused re-employment in a classified position?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of any crime as an adult? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_



**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS  
PRECONDITION TO EMPLOYMENT**

Should you come under final consideration for a position in the Chagrin Falls Exempted Village School District, Ohio Revised Code 3319.39 and Ohio House Bill 79 requires the District to conduct a criminal history record check and requires you to submit a set of electronic fingerprints to both the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. (Applicant is responsible for the cost of all background record checks.)

Have you every pled “guilty” or “no contest”, or been convicted of a misdemeanor or felony violation of the laws of Ohio, any other state, or the United States? Include any expunged pleas or convictions Answer by signing your name below at the appropriate answer. (If you answer is “Yes” this question, please explain on a separate sheet, each misdemeanor or felony plea or conviction, including, but not limited to, the nature of the offense, the date of the plea or conviction and the state or Federal court which entered the plea or conviction.)

Yes \_\_\_\_\_

No \_\_\_\_\_

**READ CAREFULLY**

Pursuant to the same Ohio Revised Code 3319.39, employment by any public or chartered non public school in the State of Ohio is conditioned on the applicant satisfactorily passing the BCI and FBI criminal history record checks. Due to the length of time required for completion of any required/requested records check, it may occasionally be necessary to employ a person prior to the Board of Education having received the results of the criminal records investigation. In these cases, the Board of Education shall rely on the applicant information provided in the employment application. However, by signing this document below, I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from BCI/FBI, my employment shall be contingent upon subsequent receipt by the Board of Education of a report from BCI/FBI which is not inconsistent with my answer to the above question. In the event I have been employed prior to the Board of Education having received a report from BCI/FBI, and a subsequent report from BCI/FBI is received which is inconsistent with my answer to the above questions, I specifically agree that the action of the Board of Education employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_