



**EMPLOYMENT APPLICATION FOR CLASSIFIED POSITIONS
ST. MARYS CITY SCHOOLS
2250 State Route 66
St. Marys, OH 45885-9355**

Application Date: _____

Applications will be kept on file and active until March 1st of the current school year. Applications received after March 1st will be kept on file until March 1st of the following school year. Please advise the superintendent's office of any change in employment status.

Procedures:

1. Please complete this application and return to: **jobs@smriders.net**
2. After review of the completed application and other requested materials, interviews will be arranged with selected candidates for vacant positions.
3. If you need assistance in completing this application, please call 419-394-4312.

Demographic Information: (Note – Name as it appears on your Social Security card)

Last Name	First Name	Middle Initial
Street Address		
City	State	Zip
Primary Phone	Secondary Phone	Date of Birth
E-mail Address		

Educational Background:

College attended: _____ Degree: _____

Technical School attended: _____ Degree: _____

High School attended: _____ Graduation year: _____

For what position(s) are you applying? (Please select below.)

*Cafeteria Secretary Administrative Assistant Paraprofessional (Teacher's Aide)

*Indicate type of kitchen equipment/ food service machines with which you have had experience:

** Maintenance **Custodian Nurse: Do you have an RN license? _____ School Nurse License? _____

Bus Driver Do you have a CDL? _____ What kind? _____

CDL Driver's License Number: _____

Can you, and are you willing to start employment as a substitute? _____

When are you available to begin work? _____

****Please complete the "additional information" on page 3 if applying for maintenance/custodian positions.**

Please describe the skills that qualify you for the position(s) you have indicated an interest in.

Employment Information: (start with the present or most recent employer)

Employer Name: _____ Phone Number: _____

Street Address: _____

City, State Zip _____

Dates of employment: _____ Position(s) held: _____

Employer Name: _____ Phone Number: _____

Street Address: _____

City, State Zip _____

Dates of employment: _____ Position(s) held: _____

Employer Name: _____ Phone Number: _____

Street Address: _____

City, State Zip _____

Dates of employment: _____ Position(s) held: _____

References

Name	Mailing Address	Phone Number

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

This will be authorization to the St. Marys Board of Education to obtain any and all information regarding previous employment from any and all persons, firms or corporations by whom I was previously employed.

In addition, I swear or affirm the facts set forth above in my application are true and complete. I understand that if employed, false statements on this application shall be considered as sufficient cause for rejection or dismissal.

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

Applicant's Signature: _____ Date: _____

The St. Marys City School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry or age in its programs and activities, including employment opportunities. Information requested is used solely to determine the applicant's ability to meet job criteria and to perform the job satisfactorily.

ADDITIONAL INFORMATION FOR MAINTENANCE/CUSTODIAL APPLICANTS ONLY

MAINTENANCE/CUSTODIAL QUALIFICATIONS

Please mark the appropriate box to indicate what degree of skill you have with the following items:

	No Skill	Some Skill	Much Skill	Highly Skilled
Floor Scrubbing Machines				
Painting – brush and roller				
Painting - spray				
Hand Tools				
Power Tools				
Woodworking				
Metalworking				
Welding				
Concrete Work				
Masonry				
Hot Water Heating Systems				
Hot Air Heating Systems				
Steam Heating Systems				
Gas Fired Boilers				
Oil Fired Boilers				
Small Appliance Repair				
Mechanical Repairs				
Electrical Repairs				
Plumbing Repairs				
Tractor Operation				
Tractor Maintenance				

Please describe any other type of equipment on which you have experience: