

**UNITED LOCAL SCHOOL DISTRICT  
CLASSIFIED APPLICATION**

NAME (first, middle, last) \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS (street, city, state, zip) \_\_\_\_\_

TELEPHONE \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**EMPLOYMENT DESIRED:** \*Copies of: Drivers License, BCI, FBI& Social Security Card **MUST** be included with application.  
(Bus drivers **MUST** also include Abstract, & Background Check Forms.)

Full Year       School Year       Part-Time       Substitute

Date Available for Employment: \_\_\_\_\_

Hours Available for Employment: \_\_\_\_\_

Please Indicate Position Preferred:

Bus Driver     Cafeteria Worker     Custodian     Secretarial     Other \_\_\_\_\_

Are you a High School Graduate? \_\_\_\_\_

Name and address of school: \_\_\_\_\_

Number of years of higher education and/or degree: \_\_\_\_\_

\*Total Semester Hours of Higher Education \_\_\_\_\_

Name and address of school: \_\_\_\_\_

**EMPLOYMENT DATA:** (begin with your current employer)

DATES FROM & TO	EMPLOYER NAME & ADDRESS	DUTIES	REASON FOR LEAVING	SUPERVISOR

May we contact your present employer? \_\_\_\_\_

**\*ITEMS NEEDED BEFORE BOARD APPROVAL**

**PERSONAL REFERENCES:** (persons who are qualified to provide information concerning your qualifications)

---

NAME/TITLE	ADDRESS/EMAIL ADDRESS	PHONE
------------	-----------------------	-------

---

NAME/TITLE	ADDRESS/EMAIL ADDRESS	PHONE
------------	-----------------------	-------

---

NAME/TITLE	ADDRESS/EMAIL ADDRESS	PHONE
------------	-----------------------	-------

---

List experiences and skills that qualify you for this position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you perform this job without special accommodations? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

\_\_\_\_\_

**\*Final applicants may receive a Criminal Records check for employment.**

Please complete Section I of the Federal Employment Eligibility Verification form, the Release for References, and return it with your application.

Submit a resume, copy of your university credentials, and a copy of your university transcript to the United Local Superintendent.

Your application will remain on file until the position is filled.

The United Local School District is an equal opportunity employer and is in compliance with Section 504 of the Rehabilitation Act of 1973.

**Incomplete applications will not be considered.**

**Return completed application to:**

United Local School District  
ATT: Lance Hostetler, Superintendent  
8143 State Route 9  
Hanoverton, OH 44423-9794

As an applicant for a position with the United Local School District I have been asked to furnish information for use in reviewing my background and qualifications. I hereby authorize the District, person, school current or past employer, governmental body (including law enforcement agencies and licensing agencies) and any other person or entity, to provide United Local School District with any and all information and opinions about me, and I release all such persons and entities from any duty they may otherwise have concerning my privacy expectations and from any and all other legal liability for furnishing such information or opinions. I hereby authorize the District to inquire and verify information contained herein and the District shall not be liable for any damage which may result from such inquiry or verification. I understand that any misleading or untruthful statement on this application may result in my dismissal. I also understand that convictions on certain criminal offenses may disqualify me from being hired or from continued employment. If accepted for employment, this application will become a permanent part of the United Local School District personnel records.

---

SIGNATURE

DATE

---

Type or Print Name

# RELEASE FORM FOR REFERENCES

## Authorization To Release Information

As an applicant for a position with the United Local School District I have been asked to furnish information for use in reviewing my background and qualifications. In this connection, I hereby authorize any person, school current or past employer, governmental body (including law enforcement agencies and licensing agencies), and any other person or entity, to provide United Local School District with any and all information and opinions about me, and I release all such persons and entities from any duty they may otherwise have concerning my privacy expectations and from any and all other legal liability for furnishing such information or opinions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address  
\_\_\_\_\_

# Personnel Checklist For Administrators

This checklist is a reference for you, to explain what information will be required, **before someone can be Board approved for employment**. This information should be required before the interview process is over. Once the employee is hired, payroll papers should be given as soon as possible.

- \_\_\_\_\_ Completed United Local Schools Application Packet
- \_\_\_\_\_ Copy of Social Security Card
- \_\_\_\_\_ Copy of Driver's License
- \_\_\_\_\_ Letter of Intent (which includes resume)
- \_\_\_\_\_ All Valid License(s) (Certificate(s)) Held
- \_\_\_\_\_ Valid BCI and FBI (One year from the date of application)
- \_\_\_\_\_ Official Transcripts
- \_\_\_\_\_ Proof of any previous STRS (SERS) Experience or Military Experience