

NON-CERTIFICATED EMPLOYMENT APPLICATION
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DAVE GIBSON
Superintendent

ROBIN WIRTLEY
Treasurer

Last Name	First Name	Middle Initial

Street Address	City, State, Zip
Social Security Number	Home and/or Business Telephone

Please check position applied for:

	Cafeteria
	Custodian
	Educational Assistant
	Secretary

Educational History	Name/Location	Dates Attended	Date of Graduation	Degree Earned or Course of Study
HIGH SCHOOL				
GED				
TECHNICAL/BUSINESS SCHOOL				
COLLEGE				

List any specific training you have relating to the position for which you applied:

WORK EXPERIENCE:

Company Name:	Telephone:
Address:	Employment Dates From: To:
Job Title:	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates From: _____ To: _____
Job Title:	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates From: _____ To: _____
Job Title:	Reason for Leaving:

PERSONAL REFERENCES:

Name	Relationship	Address	Phone Number

NEW MIAMI LOCAL SCHOOL DISTRICT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby give my permission for the New Miami Local School District or its authorized representative, either at this time or any time during my employment with the Board, to verify the statements I have made in this application; make any investigation of my personal or employment history; and authorize any former employer, person, firm, corporation, credit agency, or government agency to give the Board of Education any information they may have regarding me. In consideration of New Miami Local School's review of this application, I release the New Miami Local Schools and all providers of information from any liability or legal claims as a result of furnishing and receiving this information.

Further, the undersigned authorizes all persons listed as "references" on this application to provide a personal evaluation of my abilities and potential for a position for which I am a candidate. I acknowledge that said information is confidential and hereby waive my right of access to any information received, and that the information shall remain confidential. This application and all other pre-employment documents become the property of the New Miami Board of Education.

I understand that I will be required to provide a set of fingerprints to the New Miami Local School District and that those fingerprints will be forwarded to the Ohio Bureau of Criminal Identification for a criminal background check. I understand that this criminal records check will be required before my final employment with the school district and, if the check reveals that I have been convicted of any of the offenses listed in Ohio Revised Code 3319.311, I will be immediately released from the employ of the school district.

The undersigned certifies that all statements on this application are true and complete and any false or incomplete statements may result in disqualification or dismissal.

Date	Signature
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TO BE COMPLETED BY ALL JOB APPLICANTS

Pursuant to Section 3319.39 and 109.578 of the Ohio Revised Code, the Board of Education does initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter known as B.C.I.) for all new employees to verify that no person has been convicted of or pleaded guilty to certain criminal offenses. Your response to the following questions is therefore required:

Have you ever been convicted of or pleaded guilty to, or are you currently charged with, any felony, or any violation of the following O.R.C. Sections, or any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offense (as defined in O.R.C. 2913.01), drug offense (as defined in O.R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offense?

2903.01	Aggravated Murder	2907.23	Procuring
2903.02	Murder	2907.25	Prostitution
2903.03	Voluntary Manslaughter	2907.31	Disseminating matter harmful to juveniles
2903.04	Involuntary Manslaughter	2907.32	Pandering Obscenity
2903.11	Felonious Assault	2907.32.1	Pandering obscenity involving a minor
2903.12	Aggravated Assault	2907.32.2	Pandering sexually oriented matter involving a minor
2903.16	Failing to provide for a functionally impaired person	2907.32.3	Illegal use of minor in nudity-oriented material or performance
2903.21	Aggravated Menacing	2911.01	Aggravated Robbery
2903.34	Patient Abuse and Neglect	2911.02	Robbery
2905.01	Kidnapping	2911.11	Aggravated Burglary
2905.02	Abduction	2911.12	Burglary
2905.04	Child Stealing	2919.12	Unlawful Abortion
2905.05	Criminal Child Enticement	2919.22	Endangering Children
2907.02	Rape	2919.24	Contributing to Unruliness or Delinquency of a Child
2907.03	Sexual Battery		Domestic Violence
2907.04	Corruption of a Minor	2919.25	Carrying Concealed Weapons
2907.05	Gross Sexual Imposition	2923.12	Having Weapons While Under Disability
2907.06	Sexual Imposition	2923.13	Improperly Discharging a Firearm at or into a Habitation or School
2907.07	Importuning	2923.161	Corrupting Another with Drugs
2907.08	Voyeurism		Trafficking in Drugs
2907.09	Public Indecency	2925.02	Placing Harmful Objects or Substances in Food
2907.12	Felonious Sexual Penetration	2925.03	
2907.21	Compelling Prostitution	3716.11	
2907.22	Promotion Prostitution		

NO	YES
	If yes, please list O.R.C. numbers from above listing:

PLEASE READ CAREFULLY

Due to the length of time required for completion of the records check, it may be necessary to employ a person prior to the Board of Education having received the results of the B.C.I. In these cases, the Board of Education shall rely on the applicant's information provided in the employment application. However, by signing this document, I specifically agree that, if I am employed by the Board of Education prior to its receipt of a response from B.C.I., my employment shall be contingent upon subsequent receipt by the Board of Education of a report from B.C.I. which is consistent with my answer to the above questions. In the event I have been employed prior to the Board having received a report from B.C.I. which is not consistent with my answer to the above questions, I specifically agree that the action of the Board employing me shall be void without any further act by either part and that my employment will be terminated immediately without the necessity of proceedings to formally terminate my contract of employment.

Date	Signature
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**REQUIREMENTS FOR EMPLOYMENT BY THE
NEW MIAMI LOCAL SCHOOL DISTRICT**

ALL EMPLOYEES MUST PROVIDE:

Fingerprints/Current BCI/FBI Background Check May be done at Butler Co.
Sheriff's Dept.

Drivers' License Treasurer's Office

Social Security Card Treasurer's Office

Tax/Withholding Information Treasurer's Office

EDUCATIONAL ASSISTANTS

Will be required to take and pass the ParaPro Assessment Test. This test will be administered on-site by New Miami Local School District personnel.

GENERAL INFORMATION TO APPLICANT: The New Miami Board of Education is an equal opportunity employer. It is the policy of this District that no candidate for a position shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, weight or other protected categories as covered under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the provisions of Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act.