

# Classified Staff Application Cover Sheet

## For Office Use Only

Last Name: \_\_\_\_\_

First Name, Middle Initial: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Date of Application: \_\_\_\_\_

## Checklist of Application Materials enclosed

Attach this form to the front of the application packet. Applications must include a current resume to be considered complete. Place a check mark ( ☒ ) in the list below for each item enclosed then attach them to the application form in the order listed.

- \_\_\_\_\_ Application form is complete, signed, and dated.
- \_\_\_\_\_ Complete resume is enclosed.
- \_\_\_\_\_ Other (optional). For example, transcripts, certificates, letters of recommendation.

### Return entire packet to:

**Office of the Superintendent  
St. Henry Consolidated Local Schools  
391 E. Columbus St.  
St. Henry, OH 45883**

**APPLICATION – CLASSIFIED STAFF**  
**St. Henry Consolidated Local Schools**  
**391 E. Columbus St.**  
**St. Henry, OH 45883**

This form may be used to apply for any position that does not require a teaching certificate.

**A. Personal Information**

Last Name	First Name	Middle or Maiden Name	
Address	City	State	Zip
Phone	Email	Alt contact name & phone	

**B. Position Priority Request**

Enter the type of work in the boxes below. (I.e. aide, bus driver, cafeteria, coach, custodial, secretary)

Type of Work	First Choice	Second Choice	Third Choice
Full-Time			
Part-Time			
Substitute			

**Building/Age Level Preference. Circle all that apply.**

Elementary Preschool – Grade 4	Middle School Grades 5-8	High School Grades 9-12
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**C. Education**

	Name and Location of School	Degree or Diploma Granted
<b>College or Special Training</b>		
<b>High School</b>		

**D. Special Skills**

Office Experience	Computer Skills	Like to work directly with Students	Able to discipline
Custodial Experience	Mechanical Know-how	Restaurant or other kitchen experience for large groups	Comfortable Working alone

Other special skills (Please list):

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**E. Work Experience**

Name and Address of Employer (List last experience first)	Position/Duties	Dates inclusive (Month/Year)		Reason for Leaving
		From	Thru	

**F. References**

Please list one personal reference and two employment references from persons you believe have the best insight about your work capabilities and habits.			
	Name	Telephone	Relationship
Personal			
Employment			

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information or omissions of fact may be cause for denial or termination of employment. Any person who knowingly makes a false statement is guilty of falsification under Section 2921.13 of the Revised Code, which is a misdemeanor of the first degree. I authorize my past employers and the references listed above to give you any and all information concerning my previous employment and any other information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that an offer of employment is subject to my completion, satisfactory to the District, of all pre-employment procedures.

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Signature of Applicant

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Date

This application will remain active for the current calendar year plus one additional calendar year.

(over)

## **CLASSIFIED STAFF APPLICANT QUESTIONS**

The following questions are a very important part of our screening process. Please reflect upon them carefully and give us your candid responses in the space provided.

1. What are your three most important reasons you want to work for our schools?
  - 1)
  - 2)
  - 3)
2. Why have you chosen to apply for the particular job(s) you have indicated?
3. What qualifications and experiences do you have that would make you an exceptional candidate for the position?
4. What three words best describe you?
  - 1)
  - 2)
  - 3)
5. What three characteristics do you feel a good school employee should have?
  - 1)
  - 2)
  - 3)
6. How do you most want to influence the lives of students you would touch as a school employee?