



# Pymatuning Valley Local School District

## APPLICATION FOR EMPLOYMENT

Please print or type all information except signature.

**Non-Discrimination Policy:** Pymatuning Valley School District is committed to the principle of equal opportunity in education and employment. The District does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

### GENERAL INFORMATION

Date \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source  Newspaper  Friend  Relative  Employment Agency  Walk-in  Other \_\_\_\_\_

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

Address \_\_\_\_\_  
Number Street City State Zip

Home Telephone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Have you ever filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No If yes, may we contact your employer?  Yes  No

Are you legally permitted to work in the United States?  Yes  No If no, do you have a valid work permit?  Yes  No  
(Proof of citizenship or immigration status may be required upon employment)

Employment desired:  Full-Time  Part-Time  Willing to Substitute When are you available for work? \_\_\_\_\_

Do you have any relatives/friends employed by PV Schools? If so, who? \_\_\_\_\_

### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	COMPLETED (YES or NO)	MAJOR & DEGREE
High School				
College				
Other				

### COMPUTER SKILLS (Only for positions which require computer skills)

Check off those computer skills with which you are proficient (any version).

- PC User     Macintosh User     Windows     Microsoft Word     Microsoft Access  
 Microsoft Excel     Microsoft Publisher     Web Page Design/ Maintenance     E-mail     Internet  
 Other. Please list \_\_\_\_\_

### OTHER SPECIAL SKILLS

Please list other special skills you may have, e.g., fluency in other languages, licenses, special training required for the position for which you are applying, etc.

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

**DRIVER'S LICENSE (Only for positions which require driving)**

Do you have a driver's license?  Yes  No      Expiration date \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur

Have you had any accidents during the past three years?  Yes  No      How many? \_\_\_\_\_

Have you had any moving violations during the past three years  Yes  No      How many? \_\_\_\_\_

**MILITARY**

Are you a veteran of the United States military service?  Yes  No    If yes, what branch? \_\_\_\_\_

If yes, Date Entered \_\_\_\_\_      Date Discharged \_\_\_\_\_

If yes, please describe any special skills or training acquired while in the service:  
\_\_\_\_\_

**WORK EXPERIENCE**  
Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Most Recent Employer</b>	Dates Employed From: _____ To: _____	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: _____ To: _____	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

**REFERENCES**  
Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone (____) _____	Telephone (____) _____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. **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 understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date of Board Approval as: F/T Employee \_\_\_\_\_ Substitute \_\_\_\_\_