

A MESSAGE TO POTENTIAL EMPLOYEES

Welcome to Southeast Local School District. Attached you will find our application for employment. Please make sure to read and answer each section on all three (3) pages. We ask that you **print** all answers neatly and sign and date the last page of the application.

This application can be mailed, faxed, e-mailed or brought into the Board office using one of the following addresses:

Southeast Local School District
8245 Tallmadge Road
Ravenna, OH 44266
330-654-9110 (fax)
employment@sepirates.org

- * We expect you to like children and want children to like you.
- * We are, and expect to continue to be, a first class school system. We expect all employees to assist in efforts to maintain and improve the school system.
- * We expect employees to do more than the minimum, to continue to improve and to set excellence as the standard in all they do in the school system.
- * We expect you to participate as a team member of the Southeast Local School District. When staff is unwilling to be part of the school district team, the entire school system is less able to reach its goals.
- * We expect personnel to do routine things routinely, efficiently and correctly.
- * We expect employees to treat others with fairness, respect, dignity and compassion.
- * We expect our staff to act in a professional manner and to respond promptly to directions for improvement from the administration. Likewise, our administrators are responsible for and accountable for emphasizing and clarifying expectations.
- * We expect all employees to be honest, responsible and to dress professionally.

Our current staff maintains and adheres to these expectations and also expects new staff members to continue these traditions.

We ask candidates if these values match what they seek in an organization; and if so, to consider a position on our team. If not, we suggest they seek a position in an organization whose expectations they can support.

Pursuant to ORC 3319.39 and Board of Education policy, any applicant who has applied to Southeast Local School District for employment in any position is subject to a mandatory criminal records check which will be conducted by the Bureau of Criminal Identification and Investigation and which will also include information from the Federal Bureau of Investigation unless otherwise provided for by law. If the information from the criminal records check reveals that the applicant has been convicted of one or more disqualifying offenses, such convictions shall disqualify the applicant from employment with the Southeast Local School District.

SOUTHEAST LOCAL SCHOOL DISTRICT

8245 Tallmadge Road

Ravenna, OH 44266

330-654-5841

330-654-9110 fax

employment@sepirates.org



APPLICATION FOR EMPLOYMENT

(Please Print)

Date of Application: _____

Name: _____
 Last First Middle

Home Phone: _____

Cell Phone: _____

Email address: _____

Address _____
 Street City State Zip

Position Desired: (Check all that apply)

<input type="checkbox"/> Administrative*	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Full Time
<input type="checkbox"/> Teaching*	<input type="checkbox"/> Custodial	<input type="checkbox"/> Part Time
<input type="checkbox"/> Secretarial	<input type="checkbox"/> Educational Support	<input type="checkbox"/> Substitute
<input type="checkbox"/> Bus/Van Driver	<input type="checkbox"/> Mechanic	

***Applicants for teaching and administrative positions must attach a complete resume.
 Applicants for other areas are encouraged to do likewise.**

Yes ___ No ___ Are you legally eligible for employment in the United States?
 Yes ___ No ___ Are you a citizen of the United States?
 Yes ___ No ___ Are you presently under contract in another School District?
 Yes ___ No ___ Are you a veteran of the U.S. Armed Forces? Branch: _____ Years: _____
 Yes ___ No ___ Do you have friends or relatives currently employed in the Southeast School District?
 Yes ___ No ___ Do you have any physical, mental, or medical impairment that would interfere
 with your ability to perform the essential duties of the job with or without reasonable
 accommodations? (If yes, explain below)

CERTIFICATIONS AND LICENSES HELD

TYPE	GRADE/AREA	EXPIRATION DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATIONAL BACKGROUND (List most recent first)

SCHOOL/UNIVERSITY	YEARS ATTENDED	FIELD OF STUDY	DEGREE/DIPLOMA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE (List most recent first)

_____	_____
Place of Employment	Dates of Employment
_____	_____
_____	_____
Address	Job Title/Duties
_____	_____
Supervisor's Name	_____
_____	_____
Phone number	Reason for Leaving

_____	_____
Place of Employment	Dates of Employment
_____	_____
_____	_____
Address	Job Title/Duties
_____	_____
Supervisor's Name	_____
_____	_____
Phone number	Reason for Leaving

_____	_____
Place of Employment	Dates of Employment
_____	_____
_____	_____
Address	Job Title/Duties
_____	_____
Supervisor's Name	_____
_____	_____
Phone number	Reason for Leaving

REFERENCES

(List 3 Individuals other than relatives that can comment on your employment potential)

_____	_____
Name	Title
_____	_____
Address	District or Company
_____	_____
Phone number	

Relationship	

_____	_____
Name	Title
_____	_____
Address	District or Company
_____	_____
Phone number	

Relationship	

_____	_____
Name	Title
_____	_____
Address	District or Company
_____	_____
Phone number	

Relationship	

I affirm that the facts contained in this application are true and understand that if employed, false statements on this application shall be just cause for dismissal. I understand that employment is contingent upon submission of a valid, clear and complete criminal background check (BCI/FBI). I authorize investigation on all statements made in this application and inquiries to be made with past employers and references, and release all parties from associated liabilities. I understand that applicants for some positions may be subject to drug and/or alcohol testing.

Signature

Date

The Southeast Local School District is an equal opportunity employer. As such, the district is in compliance with all federal and state laws regarding discrimination.

This application will be kept on file for one year.