

**BUS DRIVER APPLICATION**

EHOVE CAREER CENTER

316 WEST MASON ROAD, MILAN, OH 44846

**FOR OFFICE USE ONLY**

Application Received _____	CDL Copy Received _____
Application Verified _____	BCI/FBI Processed _____
References Requested _____	Date Hired _____
References Received _____	Copy to Personnel _____
Date of Interview _____	Interviewed By _____
FMCSA Ref. Check _____	Physical (T-8) _____
Pre-service Training (T-9) _____	Motor Vehicle Records Check _____
Superintendent Certificate _____	

**EHOVE Career Center has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, religion, sex, military status, national origin, disability, age, or ancestry.**

This application will be considered active for twelve (12) months from the date received by EHOVE Career Center. If you become employed with EHOVE Career Center, this application will become part of your official employment record.

You must sign the following agreement in order to be considered an applicant for employment with EHOVE Career Center.

**READ CAREFULLY BEFORE SIGNING**

I authorize EHOVE Career Center to request my employment records from any of my former employers and I authorize my former employers to release to EHOVE Career Center my employment records, including, without limitation, my personnel file, disciplinary file, attendance records, evaluation records, and any other files or records in the possession of any of my former employers related in any way to my employment history.

In consideration of EHOVE Career Center’s review of my application, I agree that any claim or lawsuit arising out of my employment or my application for employment with EHOVE Career Center must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein and **I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.**

I acknowledge that as a precondition for employment as a school bus driver with EHOVE Career Center, I must have a satisfactory driving record in accordance with Ohio law. To allow EHOVE Career Center to obtain my complete driving record from the Ohio Department of Public Safety, Bureau of Motor Vehicles, I agree to execute the necessary consent form and to submit it to EHOVE Career Center with this application.

I further agree that if I come under final consideration for employment with EHOVE Career Center I must, as a precondition for such employment, provide a set of fingerprint impressions to, and satisfactorily complete a criminal records check (including information from the Federal Bureau of Investigation) conducted by, the Ohio Bureau of Criminal Investigation. (See attached Notice.)

I hereby certify that all information provided by me is true and complete. I further agree that if any information provided by me in connection with this application is determined by EHOVE Career Center, in its sole judgment, to be false, I will no longer be considered for employment with EHOVE Career Center and, if I am

employed with EHOVE Career Center at the time such information is determined to be false, my employment may be terminated.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Date of Application \_\_\_\_\_  
Current Driver License Number \_\_\_\_\_ State Issued \_\_\_\_\_  
CDL Yes \_\_\_ No \_\_\_ Class Type \_\_\_\_\_ Endorsement \_\_\_\_\_ Number \_\_\_\_\_  
If yes, please provide a copy.

**Full Time** \_\_\_ **Part Time** \_\_\_

**WHEN ARE YOU AVAILABLE TO START?** \_\_\_\_\_

**DO YOU PREFER A CERTAIN SHIFT?** \_\_\_\_\_

### PERSONAL DATA

1. Are you at least twenty-one (21) years of age? Yes \_\_\_ No \_\_\_
2. Do you have a minimum of two years driving experience? Yes \_\_\_ No \_\_\_  
If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Are you willing to submit to a pre-employment physical exam? Yes \_\_\_ No \_\_\_
4. Are you willing to submit to a pre-employment drug and alcohol test? Yes \_\_\_ No \_\_\_
5. Are you licensed as a school bus operator? Yes \_\_\_ No \_\_\_
6. Are you physically capable of safely and appropriately lifting and managing special needs children when necessary?  
Yes \_\_\_ No \_\_\_ If no, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Are you able to cope with stressful situations? Yes \_\_\_ No \_\_\_ If no, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed? Yes \_\_\_ No \_\_\_

If yes, with whom? \_\_\_\_\_

**EDUCATION**

<b>DATE ATTENDED</b>	<b>NAME OF SCHOOL</b>	<b>LOCATION</b>	<b>DATE GRADUATED</b>

**EMPLOYMENT HISTORY DURING THE PAST TEN (10) YEARS (List Current Employer First)**

<b>EMPLOYER</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>POSITION HELD</b>	<b>DATES EMPLOYED/REASON FOR LEAVING</b>


**RECORD OF VEHICULAR ACCIDENTS DURING THE PAST FIVE (5) YEARS**

DATE	DESCRIPTION	LOCATION

## REFERENCES

NAME	ADDRESS	POSITION/TITLE	TELEPHONE

## COMMENTS

Use the space provided to add information that you think would be of assistance to EHOVE Career Center in arriving at a true estimate of your qualifications. \_\_\_\_\_

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## NOTICE

Pursuant to Ohio law, all job applicants under final consideration for employment with EHOVE Career Center must, as a precondition for such employment, provide a set of fingerprint impressions to, and satisfactorily complete a criminal records check conducted by, the Ohio Bureau of Criminal Investigation (BCI), including information from the Federal Bureau of Investigation (FBI).

EHOVE Career Center is prohibited, except in certain circumstances, from employing a person who has been convicted of or pleaded guilty to certain offenses set forth in Ohio law or federal law as applicable. EHOVE Career Center is prohibited from employing any person who refuses to provide the information needed by EHOVE Career Center to have the BCI/FBI criminal records check conducted.

Upon notification that you will be recommended to the Board of Education for employment with EHOVE Career Center, we will require you to complete the BCI/FBI procedure. A **\$60 fee will apply – CASH or CHECK ONLY** please. If you have satisfactorily completed a BCI/FBI check within the immediately preceding year, you may present a certified copy of such BCI/FBI check and you will **NOT** be required to have another BCI/FBI check conducted.

If you refuse to complete the BCI/FBI check or pay the \$60 fee, you will not be recommended to the Board of Education for employment with EHOVE Career Center.

EHOVE CAREER CENTER BOARD OF EDUCATION.