

NONTEACHING PERSONNEL APPLICATION

EHOVE CAREER CENTER

316 WEST MASON ROAD, MILAN, OH 44846

FOR OFFICE USE ONLY

| | |
|----------------------------|-----------------------------------|
| Application Received _____ | Credentials Requested/Rec'd _____ |
| Application Verified _____ | BCI/FBI Processed _____ |
| References Requested _____ | Date Hired _____ |
| References Received _____ | Copy to Personnel _____ |
| Date of Interview _____ | Interviewed By _____ |

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 further agree that if I come under final consideration for employment with EHOVE Career Center that 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 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 _____ |
| Email Address _____ | | |
| Home Telephone _____ | Cell Phone _____ | |
| Date of Application _____ | Licenses Held _____ | |

POSITION APPLIED FOR:
(√ Check Appropriate Position)

_____ Aide _____ Clerical _____ Custodian _____ Cafeteria _____ Security _____ Other

Full Time _____ Part Time _____

WHEN ARE YOU AVAILABLE TO START? _____

DO YOU PREFER A CERTAIN SHIFT? _____

PERSONAL DATA

Are you currently employed? () Yes () No

If the answer is yes, with whom? _____

When would you be available to start at EHOVE Career Center? _____

EDUCATION

| DATE ATTENDED | NAME OF SCHOOL | LOCATION | DATE GRADUATED |
|---------------|----------------|----------|----------------|
| | | | |
| | | | |
| | | | |

WORK EXPERIENCE (List Current Employer First)

| EMPLOYER | ADDRESS | TELEPHONE | POSITION HELD | DATES EMPLOYED |
|----------|---------|-----------|---------------|----------------|
| | | | | |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

REFERENCES

| NAME | ADDRESS | POSITION/TITLE | TELEPHONE |
|------|---------|----------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

COMMENTS

Use the space provided to add information that would be of assistance in arriving at a true estimate of your qualifications. _____

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 for a position 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 for employment with the EHOVE Career Center to the Board of Education, 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 for employment with the EHOVE Career Center to the Board of Education.

EHOVE CAREER CENTER BOARD OF EDUCATION.