

SERVICE PERSONNEL APPLICATION
 EHOVE CAREER CENTER
 316 WEST MASON ROAD MILAN, OH 44846

FOR OFFICE USE ONLY

Application Received _____	Credentials Sent For/Recd _____
Application Verified _____	BCII/FBI Processed _____
References Sent For _____	Date Hired _____
References Received _____	Copy to Personnel _____
Date of Interview _____	Interviewed By _____

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR TWELVE (12) MONTHS FROM THE DATE FILED. IF YOU ARE HIRED, IT BECOMES PART OF YOUR OFFICIAL EMPLOYMENT RECORD.

The following consent form must be signed for you to be considered an applicant for EHOVE Career Center.

READ CAREFULLY BEFORE SIGNING

I consent for EHOVE to request my file from all my former employers and I authorize my former employers to release to EHOVE my complete file, including but not limited to my personnel file, disciplinary file, attendance record, evaluation records, and any other file that the former employers may contain which is not included in the general personnel file.

I agree that any claim or lawsuit relating to my service with EHOVE Career Center or any of its subsidiaries 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. I waive any statute of limitations to the contrary.

I further understand the EHOVE Board of Education has the right to conduct a criminal records check (BCII & FBI) on any applicant. I also understand that falsification of any part of this application is grounds for immediate termination.

 Applicant's Signature Date

Name _____ SS # _____ (optional)
 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 SHIFT? _____

The 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, national origin, sex, or disability.

PERSONAL DATA

Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony and/or misdemeanor, other than a minor traffic violation?

Yes _____ No _____ If yes, please explain _____

At the time of actual employment and consistent with Ohio law, verification of the response to this question will be obtained from the Ohio Bureau of Criminal Identification and Investigation and other state or federal agencies. The verification process will require submission of fingerprints. Information obtained about the convictions/charges will be evaluated to determine whether the nature of the offense permits or prohibits your employment.

Are you currently employed? () Yes () No

If the answer is yes, with whom? _____

When would you be available to start at EHOVE? _____

EDUCATION

DATE ATTENDED	NAME OF SCHOOL	LOCATION	DATE GRADUATED

MILITARY SERVICE

BRANCH OF SERVICE	DATES	NUMBER OF MONTHS	NATURE OF WORK

Member of Active Reserves? YES () NO ()

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. _____

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MILAN, OH 44846**

According to House Bill 190, we are now required to do both **Bureau of Criminal Identification and Investigation (BCII) and FBI** checks on all new hires effective November 14, 2007.

This Bill requires job applicants under final consideration for positions in school districts that involve the care, custody or control of a child to undergo criminal record checks conducted by the Bureau of Criminal Identification and Investigation (BCII) and FBI. This prohibits school districts, except in certain circumstances, from hiring a person for a position involving care, custody or control of a child if that person has been convicted of or pleaded guilty to certain offenses listed in Senate Bill 38, as reported by BCII/FBI. Also it prohibits school districts from hiring any person who refuses to provide the information needed by a school district to conduct a BCII/FBI background check.

Upon notification that you will be recommended to the Board of Education to be hired, we will require you to complete the BCII/FBI procedure. A **\$50 fee will apply – CASH or CHECK ONLY** please. If you have had a BCII/FBI check within the past twelve months, you may bring in a copy and you will **NOT** have to have another one processed. No contracts will be completed or extended without this.

Should you refuse to complete the BCII/FBI procedure or pay the \$50, the recommendation will not be forwarded to the Board of Education.

EHOVE CAREER CENTER BOARD OF EDUCATION.