



**Steubenville City Schools
Administration Office
611 North Fourth Street
Steubenville, Ohio 43952**

Notice: When application is submitted to Steubenville City Schools, it becomes public record and may be reviewed by the Public, including news media

**Application For Employment
Non-Certificated**

APPLICANT: Please print plainly. A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualification.

Personal

Date: _____

Applicant's Full Name _____
(Last) (First) (M.I.)

Current Address _____
(Street) (City) (State) (Zip)

How long have you lived at current address? _____

Previous Address _____ How Long? _____

Telephone _____
(Home) (Cell) (Other)

Are you authorized to work in the United States under present immigration laws? YES NO

Please indicate the position for which you wish to be considered: _____

Rate of pay expected per week: \$ _____ Would you work full-time: YES NO

Would you work part-time: YES NO

List any relatives working for us: _____

On what date would you be available for work? _____

MM/DD/Y available for employment.

There are State and Federal laws that disqualify an individual from employment based on their BCI and FBI background check. <https://www.ohioattorneygeneral.gov/backgroundcheck>

Military Experience

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

Education

School	Name and Address of School	Course of Study	Did You Graduate?	Diploma or Degree
High				
College				
Other				

Please list any equipment, software or office machines that you can use that may be relevant to the position:

References

Name and Occupation	Address	Telephone

Employment Record

List Below all present and past employment beginning with your most recent

Name and Address of Company and Type of Business	From Mo./Yr.	To Mo./Yr.	Type of Work	Reason for Leaving

The Steubenville City Schools is an Equal Opportunity Employer

I understand that this employment application and any other District documents are not contracts of employment. I further acknowledge that I may terminate my employment or my employment may be terminated by the District at any time for any reason. I understand that no employee or Board Member of the District has any authority to alter my at-will employment status or the policies of the District (with which I agree to comply in consideration of my employment if I am employed), except by act of the District's Board of Education, who may only do so in writing.

Signature of Applicant

For Office Use Only

Interviewer	Date	Comments	Results of Reference Checks