

**MECHANICSBURG EXEMPTED VILLAGE SCHOOLS**  
**60 HIGH STREET**  
**MECHANICSBURG, OHIO 43044**  
**(937) 834-2453**

**For Office Use Only**  
**Area of Application**

**Mechanicsburg School District is an  
equal opportunity employer.**

**Date of Interview**  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR CLASSIFIED POSITION**

**PERSONAL INFORMATION:**

Name in Full: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City & Zip: \_\_\_\_\_ Social Security # \_\_\_\_\_

Email address: \_\_\_\_\_

Position Applying for:

\_\_\_\_\_ Bus Driver \_\_\_\_\_ Full Time

\_\_\_\_\_ Cook \_\_\_\_\_ Part Time

\_\_\_\_\_ Custodian \_\_\_\_\_ Substitute

\_\_\_\_\_ Maintenance \_\_\_\_\_ Bus Aide

\_\_\_\_\_ Secretary

\_\_\_\_\_ Teaching Aide

**EDUCATION:**

High School/Trade School/College \_\_\_\_\_ Course/Degree \_\_\_\_\_ Graduation Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Company \_\_\_\_\_ Type of Employment \_\_\_\_\_ Years Employed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MILITARY SERVICE:**

Service: \_\_\_\_\_ Years: \_\_\_\_\_ Rank: \_\_\_\_\_

**REFERENCES:** (Two should be former employers or supervisors. One may be a character reference.)

| Name: | Address: | Phone: |
|-------|----------|--------|
| _____ | _____    | _____  |
| _____ | _____    | _____  |
| _____ | _____    | _____  |

Reason for leaving your last position: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony: \_\_\_\_\_

If yes, explain why and where: \_\_\_\_\_  
\_\_\_\_\_

**A copy of a BCI and FBI must be submitted with the application.**

The Employee hereby accepts employment in the Mechanicsburg Exempted Village School District conditioned upon the completion of a criminal record check which complies with Ohio Revised Code Section 3319.39 and which is otherwise acceptable to the Board of Education of such District. If the criminal record check should fail to comply with O.R.C. 3319.39 or be unacceptable to the Board of Education for any reason, the Employee understands and agrees that Employee may be released from employment without any type of hearing or other termination procedures, which are hereby expressly waived.

I certify that the information contained in this application is true. I realize that false information may be grounds for dismissal of any contract issued.

Date \_\_\_\_\_

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