

**Crestline Exempted Village School District**  
*Application for Classified Substitute Employment*

| Last Name        | First Name                                  | Middle Name  |
|------------------|---|--|
|                  |   |  |
| Street Address   |   | Position Sought  |
|                  |   |  |
| City, State, Zip | Date of Application                         | Email Address  |
|                  |   |  |
| Home Phone       | How were you referred?                      |  |
|                  | <input type="checkbox"/> Employee:<br>_____ | <input type="checkbox"/> Employment Agency<br><br><input type="checkbox"/> Walk In |
| Work Phone       | <input type="checkbox"/> Advertisement      | <input type="checkbox"/> Resume or Letter  |
|                  | <input type="checkbox"/> College            | <input type="checkbox"/> Other: _____  |

**PLEASE READ CAREFULLY AND COMPLETE BY PRINTING IN INK OR TYPING.**

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 UNDER REVISED CODE, WHICH IS A MISDEMEANOR UNDER THE FIRST DEGREE.**

**PROVIDE ALL INFORMATION REQUESTED**

*Your complete application form will be maintained in our active files for 1 year from the date of application. You may submit a new application at any time.*

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### **THE CRESTLINE EXEMPTED VILLAGE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

*We are an equal opportunity employer, and we do not and will not discriminate on basis of race, religion, national origin, sex, age, handicap, marital status, status as a disabled veteran or any other protected status. Information provided on this application will not be used for any discriminatory purpose.*

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| <b>MISCELLANEOUS DATA</b>  |  |
|--|--|
| Have you ever been employed by the Crestline Schools?  | <input type="checkbox"/> Yes <span style="float: right;"><i>if yes, indicate when</i></span><br><input type="checkbox"/> No        |
| Do you have any relatives employed by Crestline?   | <input type="checkbox"/> Yes <span style="float: right;"><i>if yes, indicate who</i></span><br><input type="checkbox"/> No         |
| Have you ever been convicted of any crimes other than minor traffic violations during the past 7 years?  | <input type="checkbox"/> Yes <span style="float: right;"><i>if yes, list below</i></span><br><input type="checkbox"/> No           |
| Are there any visa or immigration issues outstanding that prevent your lawful employment by the district?  | <input type="checkbox"/> Yes <span style="float: right;"><i>if yes, please comment below</i></span><br><input type="checkbox"/> No |
| Remarks:   |  |
| <b>EMPLOYMENT RECORD</b>   |  |
| <i>Starting with the present or most recent job, list all previous employers. Include self-employment, part-time, and seasonal jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but you must complete this application form as well.</i> |  |
| <b>Present / Last Employer</b>   | <b>Title or Job Classification</b>   |
|  |  |
| <b>Street Address</b>  | <b>City, State, Zip</b>  |
|  |  |
| <b>Phone</b>   | <b>Supervisor</b>  |
|  |  |

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|                           |                                     |
|---------------------------|-------------------------------------|
|                           |                                     |
| <b>Salary</b>             | <b>Brief Description of Duties:</b> |
| <b>Start Date</b>         |                                     |
| <b>End Date</b>           |                                     |
| <b>Reason for Leaving</b> |                                     |
| <b>Previous Employer</b>  | <b>Title or Job Classification</b>  |
| <b>Street Address</b>     | <b>City, State, Zip</b>             |
| <b>Phone</b>              | <b>Supervisor</b>                   |
| <b>Salary</b>             | <b>Brief Description of Duties:</b> |
| <b>Start Date</b>         |                                     |
| <b>End Date</b>           |                                     |
| <b>Reason for Leaving</b> |                                     |

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|                           |                                     |
|---------------------------|-------------------------------------|
|                           |                                     |
| <b>Previous Employer</b>  | <b>Title or Job Classification</b>  |
|                           |                                     |
| <b>Street Address</b>     | <b>City, State, Zip</b>             |
|                           |                                     |
| <b>Phone</b>              | <b>Supervisor</b>                   |
|                           |                                     |
| <b>Salary</b>             | <b>Brief Description of Duties:</b> |
| <b>Start Date</b>         |                                     |
| <b>End Date</b>           |                                     |
| <b>Reason for Leaving</b> |                                     |
|                           |                                     |
| <b>Previous Employer</b>  | <b>Title or Job Classification</b>  |
|                           |                                     |
| <b>Street Address</b>     | <b>City, State, Zip</b>             |
|                           |                                     |
| <b>Phone</b>              | <b>Supervisor</b>                   |
|                           |                                     |
| <b>Salary</b>             | <b>Brief Description of Duties:</b> |
| <b>Start Date</b>         |                                     |
|                           |                                     |

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|   |                                     |
|---|-------------------------------------|
|   |                                     |
| <b>End Date</b>   |                                     |
| <b>Reason for Leaving</b>   |                                     |
| <b>Previous Employer</b>  | <b>Title or Job Classification</b>  |
|   |                                     |
| <b>Street Address</b>   | <b>City, State, Zip</b>             |
| <b>Phone</b>  | <b>Supervisor</b>                   |
| <b>Salary</b>   | <b>Brief Description of Duties:</b> |
| <b>Start Date</b>   |                                     |
| <b>End Date</b>   |                                     |
| <b>Reason for Leaving</b>   |                                     |
| <b>OUTSIDE ACTIVITIES</b>   |                                     |
| <i>Exclude those indicating, race, color, religion, sex, national origin, age, handicap, or Vietnam-era veteran status.</i> |                                     |
| <b>Professional memberships, certificates, or licenses</b>  |                                     |
| <b>Past or present civic or cultural activities</b><br><i>(include offices held)</i>  |                                     |

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**Principal Hobbies**

**EDUCATIONAL HISTORY**

| <i>School Name</i>                | <i>City, State</i> | <i>Major / Subject</i> | <i>Start Date</i> | <i>End Date</i> | <i>Degree / Diploma</i> | <i>Awarded? (Y/N)</i> |
|-----------------------------------|--------------------|------------------------|-------------------|-----------------|-------------------------|-----------------------|
| <i>High School</i>                |                    |                        |                   |                 |                         |                       |
| <i>College</i>                    |                    |                        |                   |                 |                         |                       |
| <i>College</i>                    |                    |                        |                   |                 |                         |                       |
| <i>College</i>                    |                    |                        |                   |                 |                         |                       |
| <i>Other Education / Training</i> |                    |                        |                   |                 |                         |                       |

**SPECIAL SKILLS**

**Typing**  Yes  No Words Per Minute

**Computer Skills**  Yes  No

*List Programs & Competencies*

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

**Management Experience**

Yes     No

*Describe*

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

*Please list other skills and / or equipment experience you have*

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

**US MILITARY RECORD**

| Branch of Service | From | To |
|-------------------|------|----|
|                   |      |    |

**Present Military Affiliation**

- None
- Active Reserve
- Inactive Reserve

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

**Types of Training and Duties while in service**

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



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|  |
|--|

**PROFESSIONAL WORK REFERENCES**

*List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying*

| <b>Name</b> | <b>Title / Relationship</b> | <b>Address</b> | <b>Telephone</b> | <b>Occupation</b> |
|-------------|-----------------------------|----------------|------------------|-------------------|
|             |                             |                |                  |                   |
|             |                             |                |                  |                   |
|             |                             |                |                  |                   |

May we contact your present employer?  Yes  No

Wages or Salary Required

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Earliest Start Date

Please write a brief paragraph describing your reasons for applying for this position

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the employer's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment and my continued employment depends upon the will of the employer itself.

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Signed: \_\_\_\_\_ Date:

\_\_\_\_\_