



TORONTO CITY SCHOOL DISTRICT
 1307 Dennis Way
 Toronto, OH 43964
 740-537-2456

**“An Equal Opportunity Employer”
 APPLICATION FOR EMPLOYMENT**

This application will be placed on file for consideration when vacancies arise. It should be complete and accurate in every detail. Completed applications will be reviewed and you may be invited for a personal interview when there is an opening for which you are qualified. **As per House Bill 70 & House Bill 190 the Toronto City Schools must have on file a copy of your most recent BCI and FBI check. Please include these with your packet for application.** If you have not had one done, please call the District Office at 740-537-2456 x 200 for instructions. This application will remain on file until the end of this calendar year.

**POSITONS
 APPLYING
 FOR:**

- Substitute
- Part-Time
- Full-Time

Secretary

Instructional Aide

Library Aide

Cook

Bus Driver

Custodian

NAME _____

PRESENT ADDRESS _____

(If this is a temporary address, indicate date you will leave _____.)

PERMANENT ADDRESS _____

SOCIAL SECURITY NUMBER (optional) _____

TELEPHONE _____ CELLULAR PHONE _____

E-MAIL _____

PERSONAL INFORMATION

What is your present position? _____

Why do you wish to change positions? _____

Have you ever been refused reappointment? _____ Where? _____

reason _____ If so, state the

Have you previously applied for a position in the Toronto City Schools? _____

When? _____

Are you a U.S. Citizen? Yes _____ No _____

If the answer is NO, do you have legal alien status? Yes _____ No _____

NOTE: You must be prepared to substantiate either citizenship or legal alien status by providing proper documentation, such as U.S. birth certificate, social security card, certificate of naturalization, resident alien card, U.S. passport, or driver’s license.

Have you ever been convicted of any felony or misdemeanor involving any offense of violence, theft, immoral conduct, or substance abuse? Yes _____ No _____

If yes, please explain, _____

EDUCATION AND TRAINING:

High School:	City/State	Activities
College/University	Years Degree	Hours G.P.A. Major/Minor

WORK EXPERIENCE:

Please list your last three employers, starting with the most recent.

Name/Title of Immediate Supervisor _____
Address _____
Phone _____ Position held _____
Dates of employment _____ Salary _____
Reason for leaving _____

Name/Title of Immediate Supervisor _____
Address _____
Phone _____ Position held _____
Dates of employment _____ Salary _____
Reason for leaving _____

Name/Title of Immediate Supervisor _____
Address _____
Phone _____ Position held _____
Dates of employment _____ Salary _____
Reason for leaving _____

MILITARY SERVICE:

Yes _____ No _____

Branch _____ Rank _____ Years _____

PROFESSIONAL REFERENCES:

Name	Position	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as maybe necessary in arriving at an employment decision. A reference check will be conducted. Applicants are required to provide proof of current certification/licensure, official copies of all transcripts, and complete credentials and references, including records of prior employment. In the event of employment, I understand that false or misleading information given in my application, resume, or interview may result in disqualification or dismissal from employment. I also understand that I am to abide by all policies, rules, and regulations of the Board of Education and administration.

I further understand that, if employed, reliance will be placed upon this information for salary schedule placement. Therefore, I specifically waive the right to claim credit for any prior work experience (regular or substitute) and/or training that I have not listed in this application for salary schedule placement purposes.

Date

Signature of Applicant

**Please forward application to:
District Office
Toronto City School District
1307 Dennis Way
Toronto, OH 43964
(740) 537-2456**