

APPLICATION FOR EMPLOYMENT

*Knox County Career Center
306 Martinsburg Road
Mount Vernon, OH 43050
(740)397-5820*

Any applicant considered for employment by the Knox County Career Center must pass a drug test at Mid-Ohio Corporate Care and complete BCI and FBI fingerprinting.

The Knox County Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Information on handling inquiries regarding non-discrimination policies is located at www.knoxcc.org.

(Please Print)

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name
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Address	City	Zip
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Telephone Number(s)	E-mail Address	Teaching License Number
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Have you ever been employed with us before _____ yes _____ no
 If yes, give date: _____

Do any friends or relatives, other than a spouse work here? _____ yes _____ no
 If yes, state name and relationship _____

Are you currently employed? _____ yes _____ no

May we contact employers listed? _____ yes _____ no

Are you legally authorized to work in the U.S.? (*Proof of citizenship or immigration status will be required upon employment*) _____ yes _____ no

Can you perform the essential functions of this position with or without reasonable accommodations? _____ yes _____ no

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

Educational Institution	Name of School City & State	Course of Study	Diploma/Degree Received	Date Received (mm/dd/yy)
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service, assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed	Work Performed
Address	From	
Telephone Number		
Job Title Held	To	
Supervisor		
Reason for Leaving		

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Explanation of gaps in employment _____

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

List professional, trade, business, or civic activities. *You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

TECHNOLOGY

List computer knowledge and experience

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

In order for the Knox County Career Center to obtain information regarding my competency for the position(s) for which I am applying, I hereby authorize the agents to contact persons named herein as references and other persons who might contribute job-related information to my file. Additionally, I authorize those persons contacted to release the information requested by said agent(s) and waive my right to access those records.

Should you come under final consideration for a position, Ohio Revised Code 3319.39 and Ohio House Bill 79 requires the District to conduct a criminal history record check and requires you to submit a set of electronic fingerprints to both the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation.

Signature of Applicant

Date

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application. I understand that false or misleading information given in my application or interview(s) will result in termination. ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE. I also understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date