



**INDIAN HILL BOARD OF EDUCATION**

6855 Drake Road  
Cincinnati, OH 45243  
Phone: (513) 272-4500  
Fax: (513) 272-4512

**Application for Employment: Support Staff**

Name: \_\_\_\_\_  
Rec'd: \_\_\_\_\_  
Action: \_\_\_\_\_  
**OFFICE USE ONLY**

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

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Present Address \_\_\_\_\_ For \_\_\_\_ years.  
(Street) (City & State) (Zip)

Previous Address \_\_\_\_\_ For \_\_\_\_ years.  
(Street) (City & State) (Zip)

Job applied for:

- Educational Aide       Secretary       Custodial       Bus Driver
- Media Aide       Clerical       Maintenance       Mechanic
- Special Education Aide       Other, please specify: \_\_\_\_\_  Coach - Athletics

Do you want to work  Full-time  
 Part-time. Specify days and hours if part-time \_\_\_\_\_

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

**EDUCATION**

Type of School	Name and Address	How many years attended?	Graduated	Course or Major
Grammar or Grade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/ Technical Training			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## EXPERIENCE AND QUALIFICATIONS

➤ *List most recent experience first.*

<p style="text-align: center;"><b>Employer</b></p> <p>Name:</p> <p>Address:</p> <p>Phone:</p>	<p>Dates Employed</p> <p>From:</p> <p>To:</p>	<p>Supervisor's Name and Title</p>
	<p>Final Salary</p>	<p>May we contact this employer?</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Describe your work in detail:</p>		
<p>Reason for leaving:</p>		

<p style="text-align: center;"><b>Employer</b></p> <p>Name:</p> <p>Address:</p> <p>Phone:</p>	<p>Dates Employed</p> <p>From:</p> <p>To:</p>	<p>Supervisor's Name and Title</p>
	<p>Final Salary</p>	<p>May we contact this employer?</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Describe your work in detail:</p>		
<p>Reason for leaving:</p>		

<p style="text-align: center;"><b>Employer</b></p> <p>Name:</p> <p>Address:</p> <p>Phone:</p>	<p>Dates Employed</p> <p>From:</p> <p>To:</p>	<p>Supervisor's Name and Title</p>
	<p>Final Salary</p>	<p>May we contact this employer?</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Describe your work in detail:</p>		
<p>Reason for leaving:</p>		

<p style="text-align: center;"><b>Employer</b></p> <p>Name:</p> <p>Address:</p> <p>Phone:</p>	<p>Dates Employed</p> <p>From:</p> <p>To:</p>	<p>Supervisor's Name and Title</p>
	<p>Final Salary</p>	<p>May we contact this employer?</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Describe your work in detail:</p>		
<p>Reason for leaving:</p>		

*To assist us in finding the proper position for you in our school, use the space below to summarize any additional information to describe your full qualifications.*

## REFERENCES

➤ List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for the assignment which you seek.

Name and Occupation	Address	Home/Work Phone Numbers	Years Acquainted

## OTHER INFORMATION

Are you a United States Citizen or authorized to work in the United States?    Yes       No

Have you ever been bonded?      Yes      No If so, for what job(s)?

Driver's License State and Number

Has your license ever been revoked?    Yes    No

Have you worked for us before?    Yes    No If yes, when?

List any friend or relative working for us.

If hired, on what date will you be available to start work?

If hired, do you have a reliable means of transportation to get to work?

Have you ever been terminated from any employment or asked to resign?

If yes, please explain.

## APPLICATION PROCESS

➤ Please assemble the following documents:

Completed Application

Signed Disclosure Document (follows on page 4)

➤ Please mail the assembled documents and attachments to the following:

**For Mechanic/Bus Driver**

Barbara Leonard  
Supervisor of Transportation  
Indian Hill School District  
6200 Drake Road  
Cincinnati, OH 45243

**For Maintenance/Custodial**

Ken Stegman  
Facilities Supervisor  
Indian Hill School District  
6845 Drake Road  
Cincinnati, OH 45243

**For Coaching Athletics**

Jeff Zidron  
Athletic Director  
Indian Hill School District  
6865 Drake Road  
Cincinnati, OH 45243

**For All Others**

Mark Ault, Ed.D.  
Assistant Superintendent  
Indian Hill School District  
6855 Drake Road  
Cincinnati, OH 45243

Watch for postings and updates on our website at: <http://www.ih.k12.oh.us>

Thank you for taking the time to apply to our school district.

**The Indian Hill Exempted Village School Board is an Equal Opportunity Employer**

# DISCLOSURE STATEMENT

➤➤ **Please read carefully.**

Pursuant to Sections 3319.39 and 109.57 of the Ohio Revised Code, the Board of Education of the Indian Hill Exempted Village School District does initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter B.C.I.) for all new employees to verify that no person has been convicted of or pleaded guilty to certain criminal offenses. **Your response to the following question is therefore required:**

Have you ever been convicted of or pleaded guilty to, or are you currently charged with, any felony, any violation of Sections 2903.01, 2903.02 (murder or aggravated murder); 2903.03 or 2903.04 (voluntary or involuntary manslaughter); 2903.11, 2903.12, or 2903.13 (assault, felonious assault or aggravated assault); 2903.16 (failure to provide proper care for functionally impaired person); 2903.21 (aggravated menacing); 2903.34 (patient abuse or neglect); 2905.01 or 2905.02 (kidnapping or abduction); 2905.04 or 2905.05 (child stealing prior to 1996 or child enticement); 2907.02 (rape); 2907.03 (sexual battery); 2907.04 (unlawful sexual conduct with a minor); 2907.05 or 2907.06 (sexual imposition or gross sexual imposition); 2907.07 (importuning); 2907.08 (voyeurism); 2907.09 (public indecency); 2907.21 or 2907.22 (compelling or promoting prostitution); 2907.23 or 2907.25 (prostitution or procuring prostitution); 2907.31 (disseminating harmful material to juveniles); 2907.32 or 2907.321 (pandering obscenity and/or child pornography); 2907.322 (pandering any sexually oriented materials involving or depicting minors); 2907.323 (use of minor in nudity oriented materials or performance); 2911.01 or 2911.02 (robbery or aggravated robbery); 2911.11 or 2911.12 (burglary or aggravated burglary); 2919.12 (unlawful abortion); 2919.22 (endangering children); 2919.24 (contributing to unruliness or delinquency of a child); 2919.25 (domestic violence); 2923.12 (carrying concealed weapon); 2923.13 (having weapon while under disability); 2923.161 (discharging firearm while at or into school or residence); 2925.02 (corrupting another with drugs); 2925.03 (trafficking in drugs); or 3716.11 (placing harmful objects or substances in food) of the Revised Code, any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offenses?

**ANSWER BY SIGNING YOUR NAME AT THE APPROPRIATE ANSWER.**

NO \_\_\_\_\_ YES \_\_\_\_\_

Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Board of Education having received the results of the criminal records investigation. In these cases, the Board of Education shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from B.C.I. my employment shall be contingent upon subsequent receipt by the Board of Education of a report from B.C.I. which is consistent with my answer to the above question. In the event I have been employed prior to the Board of Education having received a report from B.C.I., and a subsequent report from B.C.I. is received which is not consistent with my answer to the above question, I specifically agree that the action of the Board of Education employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that the statements contained in this application or other documents submitted and the statements made during my interview process are true and complete to the best of my knowledge, and I understand that material omissions from or false statements made in this application or other documents submitted or occurring during any interview process shall be grounds for denial of employment or discharge. I authorize the Indian Hill Exempted Village School Board, its members, agents, employees and the Indian Hill School District (collectively "Indian Hill Schools") to investigate references provided and all statements contained in this application or and other documents submitted or made during any interview process, and I release all parties from all liability for any damage that may result from furnishing any information to the Indian Hill Schools. I also indemnify the Indian Hill Schools against any liability which might result from making such investigation. I also consent to voluntarily submit to and authorize the Indian Hill Schools, through a physician chosen by it, to conduct a post-offer medical examination as a condition of employment. I also consent to voluntarily submit to and authorize the Indian Hill Schools to conduct tests for the illegal use of drugs and I understand that the failure to pass such tests may be grounds for denial of employment or termination, if employed at the time. I also agree to indemnify and hold the Indian Hill Schools harmless from any liability which might result from conducting such an examination or tests.

I understand and agree that nothing stated in this employment application, in any other document, or in any interview is intended to create an employment contract between the Indian Hill Schools and myself for either employment or for the providing of any benefit. Likewise, no such contracts are intended to be created from the mere granting of an interview. No promises or guarantees regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Indian Hill Schools unless made in writing by the Superintendent of the Indian Hill Schools, and then only for the time specified.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_