

LOUISVILLE CITY SCHOOL DISTRICT



ADMINISTRATIVE OFFICES

407 East Main Street
Louisville, Ohio 44641
Telephone: (330) 875-1666
Fax: (330) 875-7673

Classified Staff Application

Application Procedures – An Equal Opportunity Employer

NOTE: APPLICANT SHOULD KEEP THIS INFORMATION

1. Return completed application to the District Administrative Offices: Louisville City Schools, Attention: Chris Unkefer, 407 East Main Street, Louisville, Ohio 44641 - Phone (330) 875-1666; Fax (330) 875-7673.
2. After your application has been received, you may be contacted as vacancies occur. Your application will be kept on file for a two year period from the date of receipt. If you wish to extend this period for an additional two years, you must notify the district administrative offices. Otherwise your application will be discarded after two years.
3. Before your initial interview, you should gather the specific information that pertains to the position you are applying for as listed below in items A – F.
 - A. References -- Any person you list as a reference should be notified that his/her name has been submitted. Any address and telephone number(s) listed should be current and should reflect where the person can be reached during business hours.
 - B. Credentials -- If you wish to have your credentials considered, it is your responsibility to request they be sent to the district administrative offices.
 - C. Certificates and Licenses -- When completing this section, you should use the specific details listed on the certificate/license.
 - D. Transcripts -- Be prepared to produce transcripts or official records to verify all work experience which has a bearing on the position for which you are applying.
 - E. Experience -- Please provide the month and year of all past employment. Any experience that you would like evaluated for possible use in placement on experience level must be included on the application. Any experience submitted after the application is completed will not be considered unless specifically mandated by law.
 - F. Resume -- A personal resume including past work history should be submitted along with this application.
4. All of the above information should be filed along with your application in order to insure thorough consideration of the application. Please note that all application material is considered a “public record”.



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To: All Applicants

From: Louisville Administration

Re: Criminal Records Check

In accordance with state law, the Louisville Board of Education requires a criminal background check of each applicant the Superintendent recommends for employment. This requirement includes all substitutes and persons employed on a full-time or part-time basis.

The cost of this records check must be paid for by the applicant. The fingerprinting process must be done through the Stark County Educational Service Center, located at 2100 38th Street NW, Canton, Ohio 44709. The application will be forwarded to the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. The results of this records check will be returned to the Superintendent's office prior to being employed full-time, part-time or as a substitute. These results will then be kept on file at the Administrative Offices.

Be aware that if the applicant does not successfully complete this criminal records check, he or she will not be employed by the Louisville Board of Education.



Classified Staff Application

Date of Application: _____

Name: _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Social Security Number: _____

Position for which you are applying: _____

**Bus Driver, *Van Driver, *Bus Attendant, *Mail Courier, *Mechanic, *Head Mechanic, Custodian, Head Custodian, Maintenance Tech, Grounds Maintenance, Cafeteria, *Library Tech, *Teacher Assistant Aide, *Monitor, *Special Ed. Attendant, *Special Ed. Aide, Secretary, Substitute Caller (*Requires state issued license)*

Substitute position(s) for which you are applying _____

**Bus Driver, *Van Driver, *Bus Attendant, *Mail Courier, Custodian, Cafeteria, *Library Aide, *Student Aide, *Teacher Aide, *Student Attendant, *Monitor, Secretary (*Requires state issued license)*

EDUCATIONAL DATA:

Name of School	Address	Course or Major	Graduated
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No
College/ Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No Yrs. Completed ____

EQUAL OPPORTUNITY EMPLOYER

Louisville City School District does not discriminate in its employment practices, services & programs because of race, color, religion, sex, national origin, disability, age or military status.

FOR OFFICE USE ONLY

Date Received: _____
By: (Initials) _____
Updates: _____

Classified Staff Application - An Equal Opportunity Employer (Continued)

EMPLOYMENT INFORMATION

WORK HISTORY: (List most recent position first)

Employer	Address	Position	Employed from month/year	Reason for Leaving

REFERENCES: (Must list at least three references who are familiar with your quality of work, and are not related to you)

Name	Address	Relationship	Home Phone	Work or Cell Phone

EXPERIENCE/TRAINING:

Position(s) Desired	Experience for Position	Certificates/ Licenses held

Please complete this section only if applying for bus or van position.	Mark yes or no for any traffic violations within last 2 years and any vehicular accidents within last 5 years	If yes – list charges
Traffic Violations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicular Accidents	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Your signature on this form is your consent to the designee of the Louisville City Schools to request further information from past employers, schools you have attended, and law enforcement agencies to substantiate your past performance.

I affirm that the information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of facts on this application may result in my dismissal.

Signature: _____

Date _____

