

# CLASSIFIED PERSONNEL APPLICATION

\_\_\_\_\_ Substitute  
\_\_\_\_\_ Regular

## CANTON CITY SCHOOLS

305 McKinley Avenue NW  
Canton, Ohio 44702  
An Equal Opportunity Employer

### Personal Data

Name: \_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_  
(include any other names under which your work records or transcripts may be filed)

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

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

Are you a U.S. Citizen? \_\_\_\_\_

Positions for which you are applying:

_____ Secretary	_____ Educational Assistant	_____ Community Services (Specify)
_____ Custodian	_____ Monitor	_____ _____
_____ Bus Driver	_____ School Community Worker	_____ Other (Specify)
_____ Custodian/Bus Driver	_____ Food Service Employee	_____ _____

\_\_\_\_\_  
Date Submitted

**Directions:** PLEASE COMPLETE ALL INFORMATION REQUESTED IN THIS APPLICATION IN ORDER THAT A FAIR AND COMPREHENSIVE EVALUATION CAN BE GIVEN OF YOUR QUALIFICATIONS.

### PLEASE READ CAREFULLY

I hereby certify that the answers given and statements made on this application are true and correct. I am aware that a representative of the Canton City Schools may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this application will be refused employment. If already appointed, subsequent evidence of misrepresentation will be considered adequate cause for termination of employment.

I hereby authorize all my previous employers and references to furnish any information concerning my personal character, health, reputation, habits, and work records. I hereby release all such persons and the Canton Schools Board of Education from liability or damages incurred as a result of furnishing or obtaining this information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

According to federal regulations, this application will be kept on file for three (3) years



**RECORD OF PREVIOUS EMPLOYMENT:** (List last employment first)

Dates		Name of Company and Immediate Supervisor	Telephone Number	Type of Work	Monthly Salary	Reason for leaving
From	To					

**MILITARY SERVICE:** \_\_\_\_\_

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**RELATED EXPERIENCE:** Volunteer activity, clubs, tutoring, camp work, community involvement.

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**REFERENCES:** Please list names, addresses and phone numbers of at least three persons who are not relatives who can attest to your character, effectiveness, and ability as they relate to the position for which you are applying.

NAME	ADDRESS	TELEPHONE NO.	POSITION

In your own words, explain your interest in employment with the Canton City Schools:

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Add any other information which you feel may be of help evaluating your qualifications:

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Have you ever been indicted or convicted for any charges of violating the law, other than minor traffic violations?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If answer is "yes", explain each occasion, disposition of charge and dates.

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**FOR OFFICE USE ONLY: Please Do Not Write in This Space**

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Date received \_\_\_\_\_ Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

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