



EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR CLASSIFIED POSITION  
2020-2021 SCHOOL YEAR

\*APPLICATIONS MAY BE MAILED TO 597 HILLCREST DRIVE EATON, OHIO 45320 ATTN: SHAWN HOFF,  
ASSISTANT TO THE SUPERINTENDENT, OR EMAILED TO [shawn.hoff@preblecountyesc.org](mailto:shawn.hoff@preblecountyesc.org)

POSITION APPLIED FOR: SUBSTITUTE EDUCATIONAL ASSISTANT

**TO THE APPLICANT**

You will be required to apply for an Educational Aide Permit, through The Department of Education. There is a \$25.00 application fee. You must hold a high school diploma or the equivalent, and provide the Preble County Educational Service Center with evidence of the document. You are also hereby notified that according to SB 38, you will be required to have a criminal background check completed, at your expense, as a condition of your employment. The current fee for a FBI/BCI background check is \$64.

This form provides a summary of your personal and professional data. Prospective employees will receive consideration without discrimination because of age, color, creed, disability, national origin, race, or sex.

**PLEASE PRINT**

NAME:

\_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS:

\_\_\_\_\_  
STREET CITY STATE ZIP CODE

TELEPHONE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

Have you been a resident of Ohio for the last five years?  YES  NO

If no, please list previous address:

\_\_\_\_\_

Are you a citizen of the United States?  YES  NO

Are you related to a current Preble County ESC employee or a member of the Preble County ESC Governing Board?  YES  NO

If yes, please list name and relationship: \_\_\_\_\_

**EDUCATION:**

NAME OF SCHOOL OR INSTITUTION	YEARS ATTENDED	GRADUATED	SUBJECTS STUDIED

**COMMENTS:** (Please list special skills, subjects taken, trainings, office equipment, or any type of certification you may have)

**ACTIVITIES:** (Civic, Athletic, etc.)

**WORK EXPERIENCE:** (Please list your last four employers below, starting with your most recent employer.)

EMPLOYER	START DATE	END DATE	POSITION	SALARY	REASON FOR LEAVING

**EMPLOYMENT DESIRED:**

Position: Substitute Educational Assistant

Date you are available to start: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Are you presently employed?  YES  NO

If so, may we contact your present employer?  YES  NO

**REFERENCES:** (Give the names of three persons not related to you, whom you have known at least one year)

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

**APPLICANT'S STATEMENT**

I certify that the answers given in this application, as well as the information contained in any resume or additional information I submit, are true and complete to the best of my knowledge.

Furthermore, permission is hereby granted to the Preble County Educational Service Center, by the undersigned, to conduct reference, employment, and any other agency checks, as well as sharing any and all submitted documents as they may feel are necessary to consider me for employment with the school district.

In the event of employment, I understand that any false and misleading information given in my application, resume, or additional information or interview (s) may result in discharge.

I also understand that my employment is conditional upon the completion of a criminal record check acceptable to the Preble County E.S.C. Governing Board. If the criminal record check should prove to be unacceptable to the Preble County E.S.C. Governing Board for any reason, I understand that my employment may be terminated at the will of the Governing Board without any type of hearing or statement of reasons for such action during my first year of employment.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE