

FAIRBORN CITY SCHOOLS  
306 E. WHITTIER AVENUE  
FAIRBORN, OH 45324  
(937) 878-3961

**APPLICATION FOR CLASSIFIED NON-TEACHING POSITION**

Please print or type information requested. Insert a blank sheet if necessary. Return application to the above address. Applications are kept on active status for twelve months.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_ / \_\_\_\_\_  
(First Choice) (Second Choice)

1. Three (3) letters of reference must be returned with application.
2. Date available \_\_\_\_\_

Are you eligible for employment in the United States: Yes \_\_\_\_\_ No \_\_\_\_\_  
(If hired, you will be required to certify and document your identity and eligibility for employment in the United States.)

EDUCATIONAL BACKGROUND	List high schools, technical schools or colleges attended.		
<u>School and Location</u>	<u>Major and Minor</u>	<u>Diploma or Degree</u>	Grade Pt. Average (A,B,C,D)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Are you a high school graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ GED? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you presently pursuing a degree? Date degree to be conferred \_\_\_\_\_

Distinctions and Honors: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT:** (List last or present employer first – attach a sheet if additional space is needed)

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

No.

Street

City/State/Zip

SUPERVISOR'S NAME & TITLE \_\_\_\_\_

SUPERVISOR'S TELEPHONE NO. \_\_\_\_\_

DATE EMPLOYED \_\_\_\_\_ DATE EMPLOYMENT TERMINATED \_\_\_\_\_

POSITION HELD \_\_\_\_\_ LAST SALARY (HOURLY RAE) \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

-----  
COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

No.

Street

City/State/Zip

SUPERVISOR'S NAME & TITLE \_\_\_\_\_

SUPERVISOR'S TELEPHONE NO. \_\_\_\_\_

DATE EMPLOYED \_\_\_\_\_ DATE EMPLOYMENT TERMINATED \_\_\_\_\_

POSITION HELD \_\_\_\_\_ LAST SALARY (HOURLY RATE) \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

-----  
COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

No.

Street

City/State/Zip

SUPERVISOR'S NAME & TITLE \_\_\_\_\_

SUPERVISOR'S TELEPHONE NO. \_\_\_\_\_

DATE EMPLOYED \_\_\_\_\_ DATE EMPLOYMENT TERMINATED \_\_\_\_\_

POSITION HELD \_\_\_\_\_ LAST SALARY HELD (HOURLY RATE) \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

Why are you seeking a change in employment? \_\_\_\_\_

Have you ever been fired or asked to resign? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, give date and basis for conviction \_\_\_\_\_

State the names of relatives and friends working for Fairborn City Schools:

**REFERENCES:** (Do not use relatives)

Please list the names and addresses of at least three (3) persons who can speak with knowledge of your technical and personal qualifications for the position you are now seeking. Please be accurate in supplying this information.

**NAME** \_\_\_\_\_ **WORK NO.** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **HOME NO.** \_\_\_\_\_  
No. Street City/State/Zip

**NAME** \_\_\_\_\_ **WORK NO.** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **HOME NO.** \_\_\_\_\_  
No. Street City/State/Zip

**NAME** \_\_\_\_\_ **WORK NO.** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **HOME NO.** \_\_\_\_\_  
No. Street City/State/Zip

**LIST ANY TRADE LICENSE YOU CURRENTLY HOLD**  
**(ELECTRICIAN, PLUMBING, CHAUFFER, CDL, ETC.)**

FIELD	EXPIRATION YEAR
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____

**CERTIFICATION AND RELEASE**

I certify that the information set forth in this application is true and correct to the best of my knowledge. If hired, false statements in this application may result in immediate termination. I authorize Fairborn City Schools to investigate the information set forth in this application, as well as my personal, educational, and work background, including, but not limited to, personal references, prior places of employment and credit. Any person having any information or records pertaining to such matters is authorized to provide such information to Fairborn City Schools, and I do hereby release any person providing such information to Fairborn City Schools from any and all liability, claims or causes of action arising out of the provision of such information. I understand that if I am a final candidate for any position with Fairborn City Schools, I will be required to provide Fairborn City Schools with a set of finger prints, as required by law together with all required identifying information to enable Fairborn City Schools to request a criminal records check from the Ohio Bureau of Criminal Identification and Investigation and a criminal records check from the Federal Bureau of Investigation. I further understand that employment by Fairborn City Schools is contingent on receipt of an acceptable report from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation if required. In the event such criminal check(s) is/are not satisfactory to the Fairborn City District, I may be terminated without further recourse. Cost of the background check involving finger printing shall be borne by the applicant.

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\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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“The Fairborn City School District will not discriminate on the basis of age, race, sex, creed, religion, color, national origin, ancestry, citizenship, marital status, or handicap. The Fairborn City Schools will continue to work to assure equality of opportunity for all residents of the school district in pursuing their full potential through education. The Fairborn City Schools will comply with all laws and regulations of Congress, of the Department of Health, Education and Welfare, of the State of Ohio, and of the State Department of Education.”

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Additional information should be provided by submitting a personal resume or vita. Notification that you are no longer available during the 12 months this application remains on file is most appreciated.