

# ADA EXEMPTED VILLAGE SCHOOLS

725 W. North Street  
Ada, Ohio 45810

## Support Staff / Non-Certified Application

**Return to:**

Ada Exempted Village Schools, Superintendent's Office  
725 W. North Street, Ada, Ohio 45810

Phone: 419-634-6421  
Fax: 419-634-0311

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Date of application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
City State Zip

Telephone #: Home: \_\_\_\_\_ - \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_  
Area Code Number Area Code Number

Full time position \_\_\_\_\_ Substitute \_\_\_\_\_

Specific Position that you are applying for: Custodian \_\_\_\_\_ Bus Driver \_\_\_\_\_ Secretary \_\_\_\_\_  
Food Service Worker \_\_\_\_\_ Teachers' Aide \_\_\_\_\_

Your current position or job title: \_\_\_\_\_

**Certification:** Please list all valid Ohio certificates that you currently hold. Attach photo copies of certificates to the application.

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**Educational Background/Training:**

<i>High School, Additional Schooling/Training</i>	<i>Grade Last Completed</i>	<i>Diploma/Degree</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Work Experience:** Please list in reverse chronological order.

<i>Name and Location</i>	<i>Your Position</i>	<i>Dates (years)</i>	<i>Supervisor</i>
_____	_____	to _____	_____
_____	_____	to _____	_____
_____	_____	to _____	_____
_____	_____	to _____	_____

Please list **additional skills** you have mastered:

**Aide (Educational)**

- \_\_\_\_\_ Pre-School
- \_\_\_\_\_ Day Care
- \_\_\_\_\_ Playground Duty
- \_\_\_\_\_ Office Aide

**Bus Driver**

- \_\_\_\_\_ School Bus
- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ Years of Bus Driving
- \_\_\_\_\_ Experience
- \_\_\_\_\_ Type of vehicles  
that you can operate:

**Custodial**

- \_\_\_\_\_ Operate Cleaning Equipment
- \_\_\_\_\_ Carpentry
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Boiler

**Food Service**

- \_\_\_\_\_ People Skills
- \_\_\_\_\_ Commercial Equipment Operation
- \_\_\_\_\_ Cashier Skills

**Secretarial**

- \_\_\_\_\_ Word processing skills
- \_\_\_\_\_ Typing skills
- \_\_\_\_\_ Shorthand ability
- \_\_\_\_\_ Copy/Fax Machines
- \_\_\_\_\_ Tact/Poise
- \_\_\_\_\_ Good Communication Skills
- \_\_\_\_\_ Computer Software you know:

Please list **Community and School Organizations** in which you actively participate:

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**Military Experience:** \_\_\_\_\_ Applies \_\_\_\_\_ Does Not Apply

If any, please describe: \_\_\_\_\_

**Essay Question:** The Ada Superintendent and Board of Education are interested in what traits or qualities distinguish you from the average, run-of-the-mill potential employee. In other words, "What gains will be made for the staff, students, and community? Please hand write and limit to allowed space on this page.

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\_\_\_\_\_  
*Signature*

**References\*** List below names of professional references and community people, who have first-hand knowledge of your professional work, character, personality, and scholarship. ***\*Feel free to attach a reduced photocopy of a typed list of references.***

	<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Title</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

**Ethical Standards:** Have you experienced any problems with your conduct or misconduct or allegations of either that have brought your character into issue outside or inside of school?

\_\_\_\_\_ Yes \_\_\_\_\_ No *If the answer is yes, please explain on a separate sheet of paper.*

Have you ever been charged and/or convicted of any crime that is a misdemeanor or felony?

\_\_\_\_\_ Yes \_\_\_\_\_ No *If the answer is yes, please attach an explanation.*

The Ada School System routinely completes a records check on new employees and your initials are needed to indicate that you grant permission for the district to complete a policy records check if you are placed in final consideration for this position. (O.R.C. effective 10-29-93).

I have no problem with submitting to a records check, \_\_\_\_\_  
*Your Initials*

**APPLICATION PROCESS**

- \_\_\_\_\_ **1. Cover Letter**
- \_\_\_\_\_ **2. Completed District Application**
- \_\_\_\_\_ **3. Current Resume**
- \_\_\_\_\_ **4. Recommendations**
- \_\_\_\_\_ **5. BCI/FBI Background Check**

**Certification of Applicant**

I hereby authorize the Ada Exempted Village Schools to obtain from my employers all data needed to support this application. I hereby authorize Ada Exempted Village Schools to obtain from the references listed any information needed to support this application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

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**Superintendent of Schools**  
**Ada Exempted Village Schools**  
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**An Equal Opportunity Employer** *Ada Exempted Village Schools is an equal opportunity employer. Ada Schools does not discriminate based on sex, age, handicap, race, religion, color or creed.*