



# North Point Educational Service Center

2900 Columbus Avenue ♦ Sandusky, Ohio 44870-5569 ♦ (419) 625-6274 ♦ www.npesc.org

North Point Educational Service Center is an equal opportunity employer and as such, consistent with applicable federal and Ohio Law, does not discriminate on the base of race, color, religion, gender, age, ancestry, national origin, disability, or handicap.

## APPLICATION FOR NON-CERTIFICATED EMPLOYMENT

DATE: \_\_\_\_\_

(PLEASE PRINT)

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_  
*Last First Middle*

For the purpose of checking references and verifying employment, have you used or been known by any other name(s) or aliases (ex., nicknames, maiden names, married names, etc.)?

If so, please list: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*Street & No. City State Zip*

POSITION DESIRED:

- Educational Aide    Clerical    Graphics    Custodian    Other: \_\_\_\_\_

PRESENT SALARY: \_\_\_\_\_

SALARY EXPECTED: \_\_\_\_\_

### Education

	Institution & Location	Major/Minor	Degree	Grad. Date
High School				
Tech School				
College				

# Employment History

List experience starting with your present position. For employment verification purposes, please include complete addresses and phone numbers. Attach additional sheet if necessary.

Employer	Job Title	Dates Employed	
		From	To
Address ( <i>street, city, state, zip</i> )			
Telephone Number(s)	Supervisor	Hourly Rate/Salary	
Description of Duties			

Employer	Job Title	Dates Employed	
		From	To
Address ( <i>street, city, state, zip</i> )			
Telephone Number(s)	Supervisor	Hourly Rate/Salary	
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Description of Duties			

# References

Complete the *CONSENT TO CONDUCT A BACKGROUND INVESTIGATION AND RELEASE enclosure*

1.	_____	_____
	Name	Position/Title
	_____	_____
	Address	Telephone
2.	_____	_____
	Name	Position/Title
	_____	_____
	Address	Telephone
3.	_____	_____
	Name	Position/Title
	_____	_____
	Address	Telephone

**Educational Aide Applicants** – List any experience you have had in working with children:

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**Graphic Arts Applicants** – List equipment (i.e. press, bindery, computers & software, etc.) you can operate along with graphic arts skills

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**Clerical Applicants** – List office equipment (i.e. computers, software, etc.) you can operate clerical skills

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**Custodian Applicants** – List machinery and equipment you can operate

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## **Please respond to all of the following questions**

1. Have you ever been convicted of, found guilty of, or pled guilty to any misdemeanor other than traffic offenses?  Yes\*  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been convicted of, found guilty of, or pled guilty to any felony?  Yes\*  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

3. Have you ever had a criminal conviction sealed or expunged?  Yes\*  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever had a teaching license/certificate limited, suspended or revoked?  Yes\*  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

5. Have you ever surrendered a teaching license, certificate or permit?  Yes\*  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

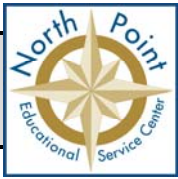
6. Has termination proceeding under ORC 3319.16 or comparable state law ever been initiated against you?  Yes\*  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

\* "Yes" answers to the questions will not necessarily result in denial of employment. The Educational Service Center will consider all the circumstances, including the date and nature of events which have led to the actions described. Your written explanation will assist the Center in determining your eligibility, qualifications and suitability for employment. Attach additional sheets/ information if necessary.

**READ CAREFULLY BEFORE SIGNING:** I do hereby certify the above information to be complete and correct to the best of my knowledge, and do understand that deliberate errors or omissions may disqualify me. I understand that this application will be considered active for twelve (12) months from the date filed. If I am hired, it becomes part of my official employment record. I agree that any claim or lawsuit relating to my service with the Center must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CONSENT TO CONDUCT  
A BACKGROUND INVESTIGATION AND RELEASE**

**North Point Educational Service Center**

I, \_\_\_\_\_ [applicant's name], have applied for employment with the North Point Educational Service Center to work as a \_\_\_\_\_ [job title]. I understand that in order for the Center to determine my eligibility, qualifications and suitability for employment, the Center will conduct a background investigation. The investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, conduct and evaluations, as well as, confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I would be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer, educational institution and/or any other individual to release any information requested in connection with this background investigation.

According to the Family Education Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any education institution.

I waive \_\_\_\_\_ / do not waive \_\_\_\_\_ (*initial only one*) my rights to see any written reference or other information provided to the Center or its agents by any educational institution.

I waive \_\_\_\_\_ / do not waive \_\_\_\_\_ (*initial only one*) my rights to receive a copy of any written communication furnished to the Center or its agents by any employer.

Whether or not I have waived my rights to see or to receive copies of written references furnished to the Center by employers or educational institutions, I hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that furnishes written or oral references requested by this Center or its agents to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant