



Ottawa Hills Local Schools
3600 Indian Road
Toledo OH 43606
419-536-6371
www.ottawahillsschools.org

Support Staff Application

Name _____ Email Address _____

Address _____
 (Street) _____ (Telephone – include area code)

_____ Date Available _____
 (City) (State) (Zip)

POSITION DESIRED: _____

List date, branch, and nature of military service _____ Total Months _____

EDUCATIONAL BACKGROUND:

	Number of Years	Name of School	Area of Specialization	If graduated, degree/diploma
Elementary				
High School				
College/University				

EMPLOYMENT RECORD (please list your last three employers, starting with the most recent):

Employer _____ Dates Employed From _____ To _____

Address _____ Phone _____

Supervisor's Name _____ May we contact this person? _____

Reason for Leaving _____

Employer _____ Dates Employed From _____ To _____

Address _____ Phone _____

Supervisor's Name _____ May we contact this person? _____

Reason for Leaving _____

Employer _____ Dates Employed From _____ To _____

Address _____ Phone _____

Supervisor's Name _____ May we contact this person? _____

Reason for Leaving _____

REFERENCES: (Former employers or persons who can attest to your work ethic.)

Name	Complete Address	Phone Number

Are you willing to take a physical examination for employment? Yes No

Person to be notified in case of accident or emergency:

Name _____ Phone Number _____

Address _____

PLEASE CHECK ALL AREAS IN WHICH YOU ARE SKILLED OR HAVE WORKED

- Typing – _____ WPM
- Shorthand
- Accounting
- Bookkeeping
- Library
- Computer Skills (Please list computer programs you have experience using.) _____
- Paraprofessional
- Maintenance
- Custodial
- Other (explain) _____

AFFIRMATION: I hereby affirm that all information in the application is true and correct. I understand any misstatement of material facts contained in this application may cause forfeiture of all my rights to employment in the service of the Ottawa Hills Local Schools. I also understand that employment will be contingent upon successful completion of a criminal record check.

Date _____ Signature _____