



✓ **FOR CONSIDERATION OF EMPLOYMENT** - THE FOLLOWING REQUIRED DOCUMENTATION MUST BE **COMPLETED AND SUBMITTED** WITH THIS APPLICATION:

- COMPLETED APPLICATION
- OHIO TEACHING CERTIFICATE (*CERTIFIED EMPLOYEES ONLY*)
- PRAXIS SCORES (*CERTIFIED EMPLOYEES ONLY*)
- COLLEGE TRANSCRIPTS (ORIGINAL – **NO PHOTO COPIES**) (*CERTIFIED EMPLOYEES ONLY*)
- CURRENT **STATE(BCII) AND FEDERAL (FBI)** BACKGROUND CHECKS (COMPLETED WITHIN THE LAST YEAR)
- COPIES OF PHOTO ID (DRIVERS LICENSE) AND SOCIAL SECURITY CARD
- TUBERCULOSIS (TB) SKIN TESTING REPORT (COMPLETED WITHIN THE LAST YEAR)
- PAYROLL DIRECT DEPOSIT FORM (ATTACHED)
- COMPLETED PAYROLL TAX FORMS (ATTACHED)
- COMPLETED EMPLOYEE WORKSHEET (**NOT FOR SUBSITUTE EMPLOYEES**) (ATTACHED)

**NOTICE
FOR ALL APPLICANTS**

Every new hire must be fingerprinted for a state and federal background check which can be completed at:

Lawrence County Educational Service Center
3rd Floor – Courthouse

Ohio BCI&I	\$35.00
FBI	\$40.00

You will need:

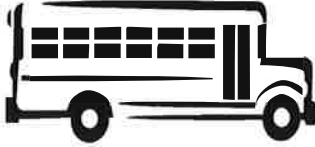
- ✓ To call for **appointment** -532-4223 or 867-3422
- ✓ Cash
- ✓ Valid state issued picture ID
- ✓ Social Security Card (if not printed on the ID)
- ✓ Address of employer or licensing agency, if you want the results mailed directly to them. This information must be presented **PRIOR** to starting the transaction.

Monday – Friday **8:30 - 3:00** (Times are subject to vary without notice)

REFERENCES

Please list three persons (other than relatives) who may be contacted to testify as to appropriate experience, ability or character.

Name	Title/Relationship	Address	Telephone

A copy of driver's license and social security card must accompany this application.**SCHOOL BUS DRIVER APPLICANTS MUST COMPLETE THE FOLLOWING:**

Indicate highest grade completed in school: Elementary _____ High School _____ College _____

Currently employed: _____ YES _____ NO

Self employed: _____

Type of work done: _____ Number of years on job: _____

Name of Company: _____

Address: _____

If not employed, name of last employer: _____

Address: _____

Type of work done: _____

Number years experience driving: Car _____ Truck _____ Bus _____

Type drivers license now held: Operators _____ School Bus _____ Commercial drivers license _____

(List any endorsements) _____

Drivers license number: _____ Expiration date: _____

• Have you ever been involved in a traffic accident? _____ YES _____ NO

Date: _____

• Have you ever been convicted of a traffic violation? _____ YES _____ NO

Date: _____ Type of conviction: _____

• Has your driver's license ever been revoked? _____ YES _____ NO

Date: _____

• Have you ever been convicted of a felony? _____ YES _____ NO

Date: _____ Type of conviction: _____

If your answer is yes to any of the above four questions, write explanation and details below:

I swear/affirm that the information supplied in this application is correct. _____

(Signature)

Approved for recommendation _____

(Transportation Supervisor)

(Date)