

Have you ever been dismissed, suspended, or allowed to resign for cause? _____ Please explain: _____

SKILLS AND KNOWLEDGE

List special equipment you can operate: _____

List computer software which you are skilled in using, include word processing, spreadsheet, and database programs.

Please indicate the specific name of the software: _____

List special clerical skills, including typing/keyboarding: _____

List any additional relevant skills: _____

Have you ever been convicted of or entered a plea of guilty or no contest to a felony and/or misdemeanor, other than a minor traffic violation? Yes _____ No _____

If Yes, please explain _____

At the time of actual employment and consistent with Ohio law, verification of the response to this question will be obtained from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation, if applicable. The verification process will require submission of fingerprints. Information obtained about the convictions/charges will be evaluated to determine whether the nature of the offense permits or prohibits your employment.

REFERENCES

At least two should be Professional references – someone who can speak to your work record. At least one should be a Personal reference. Do not list relatives. List at least three.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>POSITION</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I also understand that I am required to abide by all policies, rules, and regulations of the Board of Governors and administration.

Signature of Applicant (REQUIRED)

Date

As an Equal Opportunity Employer, the Summit Educational Service Center will not discriminate in its hiring or practices, terms and conditions of employment because of an individual's race, color, religion, national origin, age, sex, marital status, disability, sexual orientation, gender identity or military status.