

**SUMMIT COUNTY EDUCATIONAL SERVICE CENTER**  
 Joseph Iacano, Superintendent  
 420 Washington Avenue, Suite 200, Cuyahoga Falls, Ohio 44221  
 330-945-5600, Fax 330-945-6222, cybersummit.org

**APPLICATION FOR NON-CERTIFIED POSITION**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Last First Middle Initial

**ADDRESS** \_\_\_\_\_  
City State Zip

**PHONE** \_\_\_\_\_ **ALTERNATE PHONE** \_\_\_\_\_

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **EMAIL** \_\_\_\_\_  
Optional Optional

*Please indicate position(s) for which you are applying:*

\_\_\_\_\_ **Secretary/Clerical** \_\_\_\_\_ **Educational Assistant/Attendant** \_\_\_\_\_ **Technology Support**  
 \_\_\_\_\_ **Other (please list \_\_\_\_\_)**

*Are you interested in:* \_\_\_\_\_ **Part Time** \_\_\_\_\_ **Full Time** \_\_\_\_\_ **Substitute (non-teaching)** \_\_\_\_\_ **Volunteer**

*Date available for employment:* \_\_\_\_\_

**EDUCATION**

*Start with high school and list all colleges attended.*

School Name	Location	Major/ Curriculum Completed	Cumulative Grade Point Average	Semester Hours Completed	Diploma/ Degree

**WORK EXPERIENCE**

*Starting with present or most recent job, please give a complete record of employment for at least the last three employers.*

Employer, Address, Phone Number	Position	Supervisor	Length of Employment

Primary responsibilities performed on most recent job: \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving most recent job: \_\_\_\_\_

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 County 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.