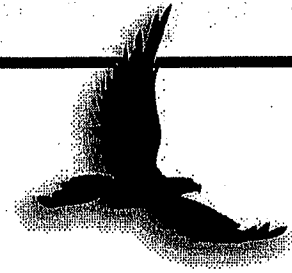


Oak Hill is an Equal Opportunity Employer



IDENTIFYING INFORMATION

Name: _____

Mailing Address: _____

Phone Numbers: 1. _____ 2. _____ 3. _____

POSITION(S) OF INTEREST TO YOU (check all that apply)

Grade Levels: K-2 3-4 5-6 7-8 9-12

Hours: Part-Time Full-Time Either Part-Time or Full-Time
 Substitute Volunteer

- Instructional Assistant:** works directly with students, assisting with learning activities at the direction of a teacher, supervising recess or mealtimes. Some students may have a disability to the extent that assistance is necessary with bathroom functions and/or the student may become somewhat physically demonstrative. Good interpersonal skills and ability to react well under stress.
- Custodian:** performs light custodial and maintenance tasks. Must be able to lift 50 pounds and climb a ladder up to 20 feet. Ability to work independently, schedule tasks, be thorough. 1st, 2nd, and 3rd shifts.
- Secretary/Clerical:** use of word processing, database, spreadsheet functions, use of software for student management system, good telephone and receptionist skills, ability to react well under stress.
- Food Service:** cooks and serves food. Must be able to lift 50 pounds. Good reaction skills under stress.
- Bus Driver:** qualify for Commercial Driver's License, possess good interpersonal skills, have the ability to react well under stress.
- Coach:** varied duties connected with the organization of time and tasks, teaching of skills (possession of a solid knowledge of the sport), the ability to react positively under stress, excellent interpersonal skills, and a passion to coach. Rates of pay vary with assignment.
- Substitute Teacher:** fills in for regular teacher on a day-to-day basis, follow plans and/or create learning situations, ability to react well under stress, excellent interpersonal skills.

Are you capable of performing in a reasonable manner the activities involved in the position(s) for which you have indicated interest? Yes No

EDUCATION HISTORY

Name of School

Years Attended

Diploma/Degree

High School: _____

College: _____

Other training specifically focused on the skills needed for the positions in which you have interest (if appropriate, attach additional information): _____

WORK HISTORY

PREVIOUS EMPLOYMENT (BEGIN WITH PRESENT OR LAST JOB)

Employer	Location	Job Title	Dates Employed	Reason(s) Left
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

REFERENCES (BE SURE TO INCLUDE YOUR MOST RECENT/PRESENT SUPERVISOR)

Name	Address	Telephone
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

AGREEMENTS/CERTIFICATIONS

I hereby certify that I have never been convicted of any of the following crimes or, if I have been convicted, I am submitting with this application the details of that conviction, including the location of the court, the date of the conviction, and any other particulars I wish you to know.

Crimes covered by the above statement: murder, causing suicide, assisting suicide, voluntary manslaughter, reckless homicide, battery, aggravated battery, kidnapping, criminal confinement, any sex offense (IC 35-42-4), car-jacking, arson, incest, neglect of a dependent, child selling, contributing to the delinquency of a minor, an offense involving a weapon (IC 35-47), an offense relating to controlled substance (IC 35-48-4), an offense relating to material or a performance that is harmful to minors or obscene (IC 35-49-3), an offense relating to operating a motor vehicle while intoxicated, an offense that is substantially equivalent to any of the offenses listed above.

I further hereby certify that the facts contained in this application, to the best of my knowledge, are true, accurate, and complete. I understand that any misrepresentations or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of Oak Hill United School Corporation, which reserves the right to accept or reject the application. If I am employed, I further agree to observe all rules, regulations and policies of Oak Hill United School Corporation.

I authorize Oak Hill United School Corporation to conduct work history, personal reference or criminal history inquiries to assist in determining my acceptability as an applicant. I agree to submit a set of fingerprints if called upon to do so.

Applicant's Signature

Date of Signature

The following information is necessary for a criminal background history check and will only be used for that purpose.

Full Legal Name _____
(printed)

Date of Birth _____

Race _____