

GAHANNA-JEFFERSON PUBLIC SCHOOLS
 160 S. HAMILTON ROAD
 GAHANNA, OHIO 43230

Application for a position in the Classified/Unclassified Service

NAME _____ **POSITION(S) DESIRED** _____

ADDRESS _____ **CITY** _____ **ZIP CODE** _____

PHONE NUMBER () _____

EMAIL _____

WORK EXPERIENCE (List your last three positions beginning with the most recent)

EMPLOYER NAME AND ADDRESS	POSITION	FROM	TO	SUPERVISOR & PHONE NUMBER

Other work experience that qualifies you for the position you are seeking:

Special skills related to position you are seeking: _____

Total number of days absent from your position in the past two years: _____

EDUCATION

NAME OF INSTITUTION/ADDRESS	DEGREE GRANTED		MAJOR/MINOR	TOTAL HOURS SEMESTER	SEMESTER HRS. COMPLETED BEYOND DEGREE
		GPA			
HIGH SCHOOL					
COLLEGE/UNIVERSITY					
OTHER					

REFERENCES (List the names of three persons, other than relatives, who are knowledgeable about your work.)

NAME	ADDRESS	OCCUPATION	PHONE NUMBER

OTHER INFORMATION I WANT YOU TO KNOW:

Are you interested in being considered as a substitute? [] Yes [] No
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I acknowledge being informed that, as precondition to employment in the position for which I am applying, I must in accordance with Ohio law both provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment. I recognize that I will be charged for the cost of the records check such amount as the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation may charge. Unless I pay the fee, I will not be considered for employment.

I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize that, should the employer discover that I have falsified any such information, I will not be hired or, if already hired, will be subject to termination from employment on that ground. **ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**

I hereby authorize the Gahanna-Jefferson Public Schools to obtain from my former employers all data needed to support this application.

Applicant's Signature

Date

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

This application will become inactive after one year.

Return completed application to:
**Office of Human Resources
Gahanna-Jefferson Public Schools
160 S. Hamilton Road
Gahanna, OH 43230**

**GAHANNA-JEFFERSON PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES**

PRE-EMPLOYMENT CRIMINAL RECORDS CHECK

Ohio law (House Bill 79 and House Bill 190) mandates a criminal history records check for ‘individuals under final consideration for employment in a position involving care, custody or control of a child.’ If you are offered a paid or volunteer position with our school district, this will require that you have both a Bureau of Criminal Identification and Investigation (BCI) records check **AND** a Federal Bureau of Investigations (FBI) records check completed at our Office of Human Resources.

Costs for the criminal records checks are: \$25 – BCI, \$26 – FBI, or \$51 – Both. Payment must be made by cash, check or money order. If you’ve completed a criminal records check through another source within the past year, please inform the Office of Human Resources.

Employment may be denied to any such applicant convicted of a criminal offense, provided that such determination is made on a case-by-case basis, and upon consideration of each of the following factors:

1. The nature and gravity of the offense(s)
2. The time that has passed since the conviction and/or completion of the sentence
3. The nature of the job held or sought

Offences that may be considered grave and job-related shall include, but not be limited to: felonies, offenses of violence, theft offenses, sex offenses, offenses against the public peace, offenses involving drug abuse (including alcohol), or any serious or job-related misdemeanor.

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Applicant Signature: _____

Date: _____

**STATEMENT OF JOB APPLICANT REGARDING CRIMINAL RECORD
(ORC 3319.31, 3319.39, 3319.391)**

I, *(print name)* _____
have not been convicted of, or entered a guilty plea to, any of the following offences or any prior or existing laws of Ohio which are substantially similar or any prior or existing laws of another state or the federal government which are substantially similar:

2903.01	Aggravated Murder	2909.22	Soliciting or Providing Support for Acts of Terrorism		Illegal Possession or Control in Courthouse
2903.02	Murder	2909.23	Making Terroristic Threat	2923.161	Improper Discharge Firearm at or into Habitation; School-related Offenses
2903.03	Voluntary Manslaughter	2909.24	Terrorism		
2903.04	Involuntary Manslaughter	2911.01	Aggravated Robbery		
2903.041	Reckless Homicide	2911.02	Robbery	2923.17	Unlawful Possession of Dangerous Ordinance; Illegally Manufacturing or Processing Explosives
2903.11	Felonious Assault	2911.11	Aggravated Burglary		
2903.12	Aggravated Assault	2911.12	Burglary		
2903.15	Permitting Child Abuse	2913.44	Personating an Officer		
2905.01	Kidnapping	2917.01	Inciting to Violence	2923.21	Improperly Furnishing Weapons to a Minor
2905.02	Abduction	2917.02	Aggravated Riot		
2905.04	Child Stealing (Repealed)	2917.03	Riot	2925.02	Corrupting Another With Drugs
2905.05	Criminal Child Enticement	2917.31	Inducing Panic		
2905.11	Extortion	2917.33	Unlawful Possession or Use of Hoax Weapon of Mass Destruction	2925.03	Trafficking in Drugs
2907.02	Rape	2919.12	Unlawful Abortion	2925.04	Illegal Manufacturing of Drugs or Cultivation of Marihuana
2907.03	Sexual Battery	2919.121	Performing or Inducing Unlawful Abortion Upon a Minor	2925.041	Illegal Assembly or Possession of Chemicals for the Manufacture of Drugs
2907.04	Unlawful Sexual Conduct With a Minor	2919.13	Abortion Manslaughter	2925.05	Funding of Drug or Marihuana Trafficking
2907.05	Gross Sexual Imposition	2919.22	Endangering Children (if division (B)(1), (2), (3) or (4) is violated)	2925.06	Illegal Administration or Distribution of Anabolic Steroids
2907.06	Sexual Imposition	2919.23	Interference of Custody - if a violation of this statute (R.C. §2919.23) would have been a violation of R.C. §2905.04 (child stealing) before 7/1/96.	2925.13	Permitting Drug Abuse
2907.07	Importuning	2921.02	Bribery	2925.22	Deception to Obtain a Dangerous Drug
2907.12	Felonious Sexual Penetration (former section)	2921.03	Intimidation	2925.23	Illegal Possession of Drug Documents
2907.21	Compelling Prostitution	2921.04	Intimidation of Attorney, Victim or Witness in Criminal Case	2925.24	Tampering With Drugs
2907.22	Promoting Prostitution	2921.05	Retaliation	2925.32	Trafficking in Harmful Intoxicants; Improperly Dispensing or Distributing Nitrous Oxide
2907.23	Procuring	2921.11	Perjury	2925.36	Illegal Dispensing of Drug Samples
2907.24	Soliciting; after positive HIV test	2921.34	Escape	2925.37	Possession of Counterfeit Controlled Substances
2907.241	Loitering to Engage in Prostitution; Soliciting after positive HIV test	2921.41	Theft in Office	2927.24	Contaminating Substance for Human Consumption or Use or Contamination with Hazardous Chemical, Biological, or radioactive Substance; Spreading false report
2907.25	Prostitution; after positive HIV test	2923.122	Illegal Conveyance or Possession of Deadly Weapon or Dangerous Ordinance or Illegal Possession of Object Indistinguishable from Firearm in School Safety Zone	3716.11	Placing Harmful Objects in Food/Confection
2907.31	Disseminating Matter Harmful to Juveniles.				
2907.311	Displaying Matter Harmful to Juveniles				
2907.321	Pandering Obscenity Involving a Minor				
2907.322	Pandering Sexually Oriented Matter Involving a Minor				
2907.323	Illegal Use of Minor In Nudity-Oriented Material or Performance				
2907.33	Deception to Obtain Matter Harmful to Juveniles				
2907.34	Compelling Acceptance of Objectionable Materials				
2909.02	Aggravated Arson				

OR **any felony**, or any offense of violence, theft offense or drug abuse offense, under either state law or any similar municipal ordinance that is not a minor misdemeanor.

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Applicant Signature: _____

Date: _____

If you cannot sign this form for any reason, please write an explanation on this sheet or discuss directly with the hiring officer.