

SUPPORT STAFF EMPLOYMENT APPLICATION



9301 Buck Road, Perrysburg, OH 43551
Ph.419.666.1120 Fx.419.666.6049
www.pentacareercenter.org

POSITION DESIRED: _____

PERSONAL DATA

Name _____ **Date** _____
Last First Middle Courtesy Title

Other Name(s) _____ **Social Security Number** _____
Optional

Address _____
Street County

City State Zip Code

E-mail Address (optional) _____

Cell Phone _____ **Home Telephone** _____

Signature of Applicant _____

EMPLOYMENT INFORMATION

Are you currently employed? _____ **Employer:** _____

Number of years in current position: _____ **Reason desiring change (optional):** _____

When would you be able to start work at Penta? _____

How did you hear about employment opportunities with Penta? _____

What is your present salary? _____ **What is your expected salary?** _____

List any special licenses or certification you possess for your occupation: _____

Why do you want to work at Penta Career Center? _____

List computer programs in which you are proficient. _____

EDUCATIONAL RECORD

School	Circle Highest Year Completed	Name of School	Address	Completion Year (optional)	Specify GED, Certificate, Diploma or Degree
High	1 2 3 4				
Career-Technical	1 2 3 4				
College or University	1 2 3 4				
Other*	1 2 3				

* Special schools: such as evening, apprentice, correspondence, etc.

EMPLOYMENT EXPERIENCE

Name of Employer (List last first.)	Address	Phone	Job Title	Dates of Employment		Total Number of Years	Reason for Leaving
				From	To		

EMPLOYMENT REFERENCES

Name three persons, not related, who can be contacted and can certify to the quality/quantity of your employment experience as reported previously.

School/Company	Individual's Name	Title/Position	Address	Telephone

MILITARY SERVICE RECORD

Branch of Service	From Date	To Date	Nature of Work	Type of Discharge

NOTE: Applicant should exercise care in completing this form. Information given herein becomes a legal part of the contract in case of employment. Do not omit any item, unless it is stated to be omitted.



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Pre-Employment Requirements

I have been advised and understand that:

1. The background information supplied by an applicant for a position will be checked by the Penta Board of Education to assure the accuracy of the data furnished and the past performance record of the candidate.
2. I authorize the Penta Board of Education to make such investigations and inquiries of my personal, employment and related matters as may be necessary in arriving at its employment decision. I hereby release current and past employers, schools or persons from liability in responding to inquiries in connection with my application for employment.
3. I understand that as a precondition to employment in the position for which I am applying I must provide a set of fingerprints and satisfactorily pass criminal record checks if I come under final consideration for employment. (A certified copy of a BCII and FBI background check performed within the last year will also be acceptable.) I will pay any costs associated with the fingerprinting and criminal records check requirement with cashier's check or money order.
4. I understand that any offer of employment is conditional upon the Penta Board of Education receiving satisfactory record checks from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. I understand that if the criminal record check is not satisfactory, the Penta Board of Education is not permitted by state law to employ me and must release me from any conditional contracts of employment.
5. I certify that all the information I have provided to the Penta Board of Education is complete and accurate and is submitted with the intent that the Board of Education will rely on this information in making its employment decisions.

I understand if I have falsified any information, I will not be hired, or if already hired, I will be subject to termination from employment.

Applicant's Signature

Social Security Number

Print Full Name

Date

Penta Career Center does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. Penta has a Section 504, Title VI, and Title IX Coordinator.

FOR OFFICE USE ONLY

Application Received _____ References Requested _____

Date(s) of Interview(s) _____ By Whom? _____

Comments _____

Employed _____ Contract _____ Salary _____

Position _____ Authorized Years _____ Total Years _____