

Grandview Heights City School District
1587 W. Third Avenue
Columbus OH 43212-2873
614-481-3600
614-481-3648 fax



“COMMITMENT TO EXCELLENCE

APPLICATION FOR CLASSIFIED EMPLOYMENT

Name

Position Desired

Dear Applicant:

Thank you for your interest in the Grandview Heights City Schools. Please fill out the application form completely and return all requested documents with this application. Applications are kept on file one year.

It is important that you supply us with complete information on how you may be reached. Additional phone numbers of friends and relatives may be necessary to contact you.

Please keep us informed of address and telephone changes. If we can be of further service, please let us know.

DO SEND THE FOLLOWING DOCUMENTS: PLEASE DO NOT STAPLE DOCUMENTS

1. One personal reference
2. Resume

THE FOLLOWING DOCUMENTS ARE REQUIRED UPON EMPLOYMENT:

1. Copy of high school diploma
2. Ohio Criminal Background Check
3. FBI Background Check

A. PERSONAL DATA

Name _____
Last First Middle Previous Name (Optional)

Social Security Number _____
(Disclosure is optional before employment)

Email address: _____

Street Phone/Cell

City State Zip Business Phone

Email address: _____

To assist us in maintaining contact with you during the period of application, please list below the name and address of a person who will always know where to contact you:

Name Phone/Cell

Address Business Phone

City State Zip

Have you previously filed an application with and/or been employed by the District?
No _____ Yes _____

If yes, indicate: Date(s) of application/employment _____

Position held (if applicable) _____

Are you currently employed? No _____ Yes _____

May we contact your employer? No _____ Yes _____

Please indicate if you are seeking:

Full-time _____ Part-time _____ Substitute _____ Coach _____

Are you authorized to work in the United States?

No _____ Yes _____

Have you ever been convicted of _____?

Please explain _____

B. EXPERIENCE AND TRAINING DATA

Please indicate any special skills and/or qualifications you have acquired through education and/or experience that you feel is relative to the position for which you are applying (please be specific).

C. EDUCATION

High School
(diploma/GED required)

College/Universities

Degree/Diploma

Military Service: Branch _____ From/To _____
Documentation required upon employment.

