

Dayton Scholars Employment Application



St. Margaret's Episcopal Church, 5301 Free Pike, Trotwood, Ohio 45426 * 937-838-1574* Please email completed application to daytonscholars@gmail.com

Please type or print in black ink

<p>Circle the Job Title/Position that you are applying for:</p> <p style="text-align: center;"> <input type="checkbox"/> Teacher <input type="checkbox"/> Paraprofessional </p>			
		<p>Site</p>	
<p>Coordinator</p>	<p>Enrichment/Recreation</p>		

Name			
Last	First	Middle	Suffix
Address:			
PO Box	Street	Apt./Unit	
Zip Code	City	State	
<p>First Contact Number: () <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell</p>			
<p>Second Contact Number: () <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell</p>			
Email Address:			

Voluntary Information

The Information in box is voluntary. Information is requested for grant reporting/record keeping purposes only. It is the policy of Dayton Scholars that its work force reflects the diversity of the state.

Ethnicity/Race: Check One

<input type="checkbox"/> Black or African American, Not Hispanic or Latino	<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> American Indian or Alaska Native Latino	<input type="checkbox"/> White, Not Hispanic or Latino
<input type="checkbox"/> Asian Pacific Islander	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander

Gender: Female Male

Statement of Interest

State clearly and specifically how you meet the minimum qualifications for the position for which you are applying:

Please tell us why you are interested in working for Dayton Scholars in the position for which you are applying.

Ohio Driver's License:

Class:

Endorsements/Restrictions

Background Check: If required for the job, would you be willing to submit to a background check? _____
YES _____ NO _____

Licenses/Certification/Registrations: If a license/certificate is required for the job for which you are applying (e.g., Teachers, CPR, First Aid, Medications, Licensed child Care Qualifications) complete the following:

Professional/Specialty License Type:

License Number:

Expiration Date:

State and/or Agency Granting License:

Please Attach Copies of Current CPR and First Aid Cards

Education History: This section must be accurate and complete. The application is used to determine if you meet the minimum job requirements as published in the job announcement.

High School Graduate

Yes

No

GED

Yes

No

University/College (Undergraduate, Graduate, Postgraduate)

Name of School		Location			Attended from- To (Mo-Yr)	
Degree Awarded	Date	Major Field of Study	Minor Field of Study	Total Semester Hours		
Name of School		Location			Attended from- To (Mo-Yr)	
Degree Awarded	Date	Major Field of Study	Minor Field of Study	Total Semester Hours		

Employment History: List your employment history starting with the most recent job, including part-time, temporary, and volunteer jobs. If more than one job was held within a given organization, list each job held as a separate period of employment. Under "Duties", describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities as they relate to the job for which you are applying. Be complete and specific in detailing of duties. Information must be accurate. If it is found that information provided is falsified, you will not be considered for a job with Dayton scholars and/or removed from a job after hire. If you need additional space attach a separate sheet of paper using the same format.

Employer/Kind of Business		Your Job Title		Dates of employment	
Address (Street, City, State, Zip code)				From:	
				Mo	Yr
Supervisor Name		Title	Phone:	To:	
				Mo	Yr
Duties				Hours per week	
				Monthly salary \$	
				Number of employees Supervised	

Employer/Kind of Business	Your Job Title	Dates of employment	
Address (Street, City, State, Zip code)		From:	Yr
Mo			
Supervisor Name	Title	Phone:	To:
			Mo
			Yr
Duties		Hours per week	
		Monthly salary \$	
		Number of employees Supervised	

References: List at least two (2) persons who are not relatives to you and who have definite knowledge of your business or professional qualifications for the job for which you are applying. Do not repeat names of supervisors listed under work history. They may be contacted as well.

All persons applying for after school or summer afternoon recreation positions must provide letters of reference as state above.

Name	Business/Occupation	Relationship
Address (Street, City, State, Zip Code)		Phone

Name	Business/Occupation	Relationship
Address (Street, City, State, Zip Code)		Phone

Placement Preferences: Please indicate the school and grade level in which you would prefer to work. Give your FIRST, SECOND, & THIRD choices. We cannot guarantee placement in your first choice. See job announcement for participating schools.

Availability: What days and times are you available? See job announcement for specific details.

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
AM Times____	AM Times____	AM Times____	AM Times____	AM Times____
PM Times____	PM Times____	PM Times____	PM Times____	PM Times____

Certification: I certify that I possess the experience and/or license required for the job for which I am applying. I also certify that all statements, information and documents provided with this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in my NOT being considered for jobs with Dayton Scholars; may constitute grounds for discipline and/or termination after hire; and/or may constitute grounds for further actions pursuant to law. If requested, I can and will supply documentation that will confirm that entries made on this application are true, complete, and correct. Notice to individuals applying for employment with childcare provider or facility, per Ohio Statutes.

Signature (unsigned application may not be considered) Date

EQUAL OPPORTUNITY EMPLOYER

Dayton Scholars does not discriminate on the basis of race, color, religion, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.