

Valley Local School District

1821 St. Rt. 728
Lucasville, OH 45648

Non- certified Application

Name: _____ Date of application: _____

Address: _____

Home Telephone: _____ Cell Phone: _____

Have you been employed by Valley Local Schools before: (circle one) yes or no

If yes, what were you doing: _____

If no please list the last three places of employment:

<u>Name of Company</u>	<u>Date</u>	<u>Position</u>	<u>Supervisor</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List three (3) persons as references: (Not family members)

<u>Name:</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

Do you have a High School Diploma or G.E.D.? _____

Position(s) applying for: _____

Do you have any post High School training? _____

Have you ever been convicted of a felony? If so, when and explain: _____

Have you ever been arrested? If so, when and explain: _____

Do you have a problem with being randomly drug tested? _____

Do you have a certified updated background check? _____

If not we do require you to obtain one before we can officially employ you. Please see attached paper.

In your own handwriting tell what qualifications you have that will make you a good employee for the position applied for in this school district.

Signature: _____

For office use only

Date read by Board of Education: _____

Approve or Denied: If denied why: _____

Additional Notes: _____

Application will remain on file for one year. You must re- apply every school year. Your background check will be good for five years.

New Employees

Please submit the following information to our office as soon as possible for your nomination for employment

Certified:

- * All official transcript(s) showing degree(s) granted (If applicable)
- * Copy of all valid Ohio teaching certificate(s), license(s) or permit(s)
- * Resume'
- * Current Bureau of Criminal Identification and Investigation Check (State and Federal Fingerprints) BCI & I and FBI will be accepted up to one year from the date issued.
- * TB Test

Classified:

- * Application
- * Current Bureau of Criminal Identification and Investigation Check (State and Federal Fingerprints) BCI & I and FBI will be accepted up to one year from the date issued.
- * TB Test

BCI & I and FBI can be obtained at the South Central Ohio ESC, 522 Glenwood Ave, Room 145, New Boston, OH 45662 ***Please bring a valid driver's license or identification card and exact cash or a money order for payment, made out to: South Central Ohio ESC (Checks will not be accepted.)***

Fee: State background check (BCI & I)-\$35.00
Federal background check (FBI)-\$35.00
State (BCI & I) and Federal (FBI) background check-\$65.00

ESC Hours for Background Checks:

Mon., Tues., Thurs, & Friday – 8 a.m. to 4 p.m.

Wednesday- 9 a.m. to 5 p.m.

Or you can go to your local Sheriff's Department

(The Fee must be paid by the employee and will not be reimbursed.)

Please have them email a copy of your background checks to Valley Local School District and to your Safe Account.

Tuberculin (TB) test results completed within 90 days of employment.

T.B. Testing is done every week, but you need to make an appointment. You will need to return in 48 to 72 hours after test to have reading and card issued.

*Please bring results to the Central Office.

Scioto County TB Clinic
617 Court Street
Portsmouth, Ohio
740-355-1250

- Note: Job pending Background check

