

**CLASSIFIED EMPLOYEE APPLICATION**

Return To:

**Office of the Superintendent  
Western Reserve Local Schools  
13850 Akron-Canfield Road  
Berlin Center, Ohio**

Date: \_\_\_\_\_

- 1. Name: \_\_\_\_\_
- 2. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
- 3. Complete address: \_\_\_\_\_  
\_\_\_\_\_

4. Previous employment:

	Name of employer	Phone
a.	_____	( ) _____
b.	_____	( ) _____
c.	_____	( ) _____
d.	_____	( ) _____

5. Please describe any physical or mental health condition(s) that may prevent you from performing one or more of the positions sought including the ability to maintain a satisfactory attendance record. List any reasonable accommodations you require.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Provide the number of work days missed over the past two years. At your option, you may include the reason for the absence(s).

\_\_\_\_\_  
\_\_\_\_\_

7. References (give names, addresses, phone numbers, and positions):

- a. \_\_\_\_\_ ( ) \_\_\_\_\_
- b. \_\_\_\_\_ ( ) \_\_\_\_\_
- c. \_\_\_\_\_ ( ) \_\_\_\_\_

8. Military Duty (If none, check here \_\_\_\_\_)  
Branch: \_\_\_\_\_ Months of Active Duty: \_\_\_\_\_ Highest Rank: \_\_\_\_\_

9. Position applying for: \_\_\_\_\_ Cook \_\_\_\_\_ Teacher/Library Aide  
\_\_\_\_\_ Assistant Cook \_\_\_\_\_ Secretarial  
\_\_\_\_\_ Janitor \_\_\_\_\_ Bus Driver  
\_\_\_\_\_ Custodian

10. Applying for: \_\_\_\_\_ New Position \_\_\_\_\_ Substitute \_\_\_\_\_ Both

11. Do you agree to abide by the necessary rules and regulations of the Western Reserve Local Board of Education? \_\_\_\_\_

**NOTICE TO ALL APPLICANTS: The Western Reserve Local Board of Education is an equal opportunity employer.**

-----  
**OFFICE USE ONLY**

Application received date: \_\_\_\_\_ Time: \_\_\_\_\_ BCI Report: Yes No

FBI Report: Yes No

Date interviewed: \_\_\_\_\_ Date if hired: \_\_\_\_\_