EMPLOYMENT APPLICATION 2020-2021

TEACHING AND NON-INSTRUCTIONAL STAFF 2020-2021



**HUMAN RESOURCES DEPARTMENT**

**REQUIRED DOCUMENTS TO BE PRESENTED WITH EMPLOYMENT APPLICATION**

NO CONTRACTS WILL BE ISSUED WITHOUT THIS DOCUMENTS BEING SUBMITTED BY THE CANDIDATE

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| --- | --- |
|  | **DOCUMENTS THAT ESTABLISH IDENTITY AND/OR****EMPLOYMENT AUTHORIZATION** |
|  | UPDATED RESUME |
|  | U.S. PASSPORT or U.S. PASSPORT CARD ORORIGINAL OR CERTIFIED COPY OF BIRTH CERTIFICATE OR U.S. MILITARY CARD |
|  | DRIVER’S LICENSE |
|  | COPY OF SOCIAL SECURITY CARD |
|  | BACKGROUND CHECK (BCI) |
|  | FBI BACKGROUND CHECK |
|  | COMPLETED EMPLOYMENT APPLICATION |
|  | COMPLETED W-2 FORM |
|  | COMPLETED PAYROLL FORMS (Direct Deposit) |
|  | COPY OF VOIDED PERSONAL CHECK ACCOUNT (for Direct Deposit purposes) |
|  | Ohio State Anti-Fraud Statement |
|  | STRS/SERS Documentation |
|  | COPY OF COLLEGE TRANSCRIPTS |
|  | COPY OF TEACHING CERTIFICATION:* TEACHER CERTIFICATE – Teaching Level:\_\_\_
* LONG-TERM SUBSTITUTE
* SHORT- TERM SUBSTITUTE
* TEACHER AIDE
* PARAPROFESSIONAL
* STUDENT MENTOR
* OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**ACADEMY OF EDUCATIONAL EXCELLENCE**

**Employment Application**

**School Year: 2020-2021**

**Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please fill application in all its parts.**

|  |  |  |
| --- | --- | --- |
| **Name of Applicant:** | **Address (street, city, State, Zip)** | **Date of Application** |
| **Personal Contact** **House Telephone Number:** | **Personal Contact** **Cell Telephone Number:** | **Personal Contact** **Email Address:** |
| **Date of Birth:** | **Place of Birth:** | **Social Security Number:** **XXX-XX-\_ \_ \_ \_** |
| **Educational Background:** | **Undergraduate Studies:** **College:** **Major:** **Degree:** **Year of Graduation:** | **Graduate Studies:** **College:** **Major:** **Degree:** **Year of Graduation:** |
| **Are you currently employed?****( ) Yes ( ) No** | **Actual Salary:** | **Expected Salary:** |
| **FORMER EMPLOYMENT EXPERIENCE** |
| **From: To:** | **Employer:** | **Address** |
| **From: To:** | **Employer:** | **Address** |
| **From: To:** | **Employer:** | **Address** |
| **From: To:** | **Employer:** | **Address** |
| **PROFESSIONAL CERTIFICATION(S)** |
| **Date Issued:**  | **Issuing Agency:** | **Valid From: To:** |
| **Certification Issued:** |
| **Date Issued:**  | **Issuing Agency:** | **Valid From: To:** |
| **Certification Issued:**  |
| **REFERENCES** |
| **Name** | **Address** | **Phone Number** |
| **Name** | **Address** | **Phone Number** |
| **Name** | **Address** | **Phone Number** |

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 **Applicant’s Signature Date of Application**