

CIVIL SERVICE COMMISSION
 City Hall / Third Floor
 218 Cleveland Avenue, S.W.
 Canton, Ohio 44702 - 4218

CIVIL SERVICE COMMISSION
 CITY OF CANTON, OHIO
 Phone: (330) 489-3360
 FAX: (330) 580-2059

*TO BE CONSIDERED FOR EMPLOYMENT YOU
 MUST COMPLETE THIS ENTIRE APPLICATION
 ACCURATELY.
 PLEASE PRINT CLEARLY*

Present Address _____ Yr's. at this Address _____ Phone No. (____) _____

City _____ State _____ Zip Code _____ Social Security No. _____

How long have you lived in Stark County ? _____ How long have you lived in Canton ? _____ U.S. Citizen Yes ___ No ___

Have you ever been indicted or convicted of a misdemeanor ? Yes ___ No ___ If yes, give dates and explain each occasion and disposition of the charges. _____

Have you ever been indicted or convicted of a felony ? Yes ___ No ___ If yes, Was the charge reversed or annulled ? Yes ___ No ___

If yes, give date(s), Court, and Case No.(s) _____

The Civil Service Law prohibits classified employees from holding any position in a political office or club. Do you belong to any organization of this type at the present time ? Yes ___ No ___ Are you an elected official such as a precinct committee person ? Yes ___ No ___

I am available for employment as follows: ___ Temporary ___ Full-Time ___ Part-Time ___ Seasonal .

Do you have a driver's license ? Yes ___ No ___ Do you have a Commercial Driver's License ? Yes ___ No ___ If yes, License No. _____

Branch of Military Service _____ Dates Served: From _____ To _____

Rank when separated: _____ Present Reserve Status: Active ___ Inactive ___

Describe any training or honors received in military: _____

Describe duties: _____

Did you serve at least 180 days consecutive active duty service ? _____ If yes, were you honorably discharged ? _____

TYPE OF SCHOOL	NAME	CITY & STATE	DATES ATTENDED	DEGREE	MAJOR/MINOR
High School			xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx		
Vocational or Trade			From: To:		
College			From: To:		
College			From: To:		
Other Training			From: To:		

Office Machines Operated _____ Factory, construction or street equipment operated? _____

Typing Speed _____ w.p.m. Shorthand Speed _____ w.p.m. Describe any other Special Training and/or Skills which are related to the kind of work you want to do: _____

Resume Attached Yes ___ No ___
 DD-214 Attached Yes ___ No ___

Other _____

Name _____
 Last _____
 First _____
 Middle Initial _____
 Position _____
 Test _____
 Applying for _____
 Date Filed _____ a.m. p.m.
 Time Filed _____ p.m.

WOULD YOU OBJECT TO THE CITY'S CONTACTING YOUR PRESENT EMPLOYER FOR A REFERENCE ? Yes No
 (List your employment, starting with your most recent)

_____ to _____ month year month year _____ per _____ hrs. per salary week	Employer _____ Phone _____ Location _____ _____ Name of Supervisor _____	Your title and duties _____ _____ _____ Number of Workers you Supervised _____ Reason for Leaving _____	May we contact yes no O O (Initial)
_____ to _____ month year month year _____ per _____ hrs. per salary week	Employer _____ Phone _____ Location _____ _____ Name of Supervisor _____	Your title and duties _____ _____ _____ Number of Workers you Supervised _____ Reason for Leaving _____	May we contact yes no O O (Initial)
_____ to _____ month year month year _____ per _____ hrs. per salary week	Employer _____ Phone _____ Location _____ _____ Name of Supervisor _____	Your title and duties _____ _____ _____ Number of Workers you Supervised _____ Reason for Leaving _____	May we contact yes no O O (Initial)
_____ to _____ month year month year _____ per _____ hrs. per salary week	Employer _____ Phone _____ Location _____ _____ Name of Supervisor _____	Your title and duties _____ _____ _____ Number of Workers you Supervised _____ Reason for Leaving _____	May we contact yes no O O (Initial)

Give three (3) references who are citizens of Stark County, not employers or relatives. These references may be called upon to furnish detailed information concerning your habits, character, job reference and ability:

NAME	ADDRESS AND PHONE NUMBER	OCCUPATION

PLEASE READ CAREFULLY

I hereby certify that the answers given and statements made on this application are true and correct. I am aware that a representative of the City of Canton may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this application will be refused employment. If already appointed, subsequent evidence of misrepresentation will be considered adequate cause for termination of employment.

I hereby authorize all my previous employers and references to furnish any information concerning my personal character, health, reputation, habits, and work records. I hereby release all such persons and the City of Canton from liability or damages incurred as a result of furnishing or obtaining this information.

 Applicant's Signature

 Date

CANTON CITY SCHOOLS
Human Resources
Canton, Ohio

PRE-EMPLOYMENT AGREEMENT

Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to inquire into background/records of each certified and classified full-time, part-time and substitute candidate who may be seriously considered for employment. A request will be made to the Bureau of Criminal Identification and Investigation for records on employment candidates.

STATEMENT AND RELEASE FOR BACKGROUND INFORMATION

I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must in accordance with Ohio law both provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment. I recognize that I will be charged \$30.00 for the cost of the records check (or such lesser amount as the Bureau Of Criminal Identification and Investigation may charge the School District in some cases) and that, unless I pay the fee, I will not be considered for employment.

I also accept that I may be conditionally employed pending the receipt of information from the above sources and may be dismissed based upon the contents of the information.

Date

Signature of Applicant