ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE EMPLOYMENT APPLICATION 2022-2023

TEACHING AND NON-INSTRUCTIONAL STAFF

***NOTICE OF NON-DISCRIMINATION***

***THE ANN JERKINS-HARRIS* *ACADEMY OF EXCELLENCE***

**DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, OR AGE ON ITS STAFF RECRUITMENT, EDUCATIONAL PROGRAMS AND/OR ACTIVITIES.**

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**

THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING

NON-DISCRIMINATION POLICIES:

Dr. Israel I. Koppisch

Director of Special Services: HUMAN RESOURCES, SPED Program, Compliance and Title IX

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HUMAN RESOURCES DEPARTMENT

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

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

|  |  |
| --- | --- |
| **DOCUMENTS THAT ESTABLISH IDENTITY AND/OR**  **EMPLOYMENT AUTHORIZATION** | |
|  | UPDATED RESUME |
|  | U.S. PASSPORT or U.S. PASSPORT CARD OR  ORIGINAL 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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**Employment Application**

Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL YEAR: 2022--2023

**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**