



**BUTLER COUNTY EDUCATIONAL SERVICE CENTER**  
1910 Fairgrove Avenue, Suite B, Hamilton, OH 45011  
Phone: (513) 887-3710 Fax: (513) 887-3709  
**WWW.BCESC.ORG**

**APPLICATION FOR EMPLOYMENT**

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The Butler County Educational Service Center is an equal opportunity employer and prohibits discrimination because of age, race, color, religion, sex, handicap, or national origin in all employment practices including hiring, firing, promotion, compensation, and other terms, privileges, and conditions of employment covered under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Americans with Disabilities Act, and the provisions of Title IX of the Educational Amendments of 1972.

**PERSONAL DATA**

DATE \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_

SKILLS: (List any skills and reasons why you feel qualified for the position.)

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**EDUCATIONAL RECORD**

High School Attended \_\_\_\_\_ (circle) Years Completed 1 2 3 4

Diploma Received \_\_\_\_\_ Yes \_\_\_\_\_ No If No; GED \_\_\_\_\_ Yes \_\_\_\_\_ No

List College Attended, Degree Earned: \_\_\_\_\_

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**EMPLOYMENT RECORD**

Name of Employer	City	State	Position	Dates From	To	Hourly Salary
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Most Recent First						
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Salary Desired: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

**REFERENCES:** (Please list former supervisors/employers that could comment on your previous work experiences.)

Name	Title	Agency/Company	Telephone

Have you ever been arrested, pled guilty or been convicted of a felony or misdemeanor, except for a minor traffic violation (e.g., speeding, disregarding a stop sign or stoplight)?

- Yes
- No

If the answer to this question is "Yes", for each offense list the date, nature of offense, sentence imposed and name of court which imposed sentence.

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Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Governing Board having received the results of the B.C.I.I. & F.B.I. reports. In these cases, the Governing Board shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Governing Board prior to its receipt of a response from B.C.I.I. & F.B.I., my employment shall be contingent upon subsequent receipt by the Governing Board of my background check reports from B.C.I.I. & F.B.I., which are consistent with my answer to the above question and does not contain evidence of a conviction for any of the crimes set forth in Section 3319.39 of the Ohio Revised Code.

In the event I have been employed prior to the Board having received a report from the B.C.I.I. & F.B.I. which is not consistent with my answer to the above question or contains evidence of a conviction for any of the crimes set forth in Section 3319.39 of the Ohio Revised Code, I specifically agree that the action of the Board employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

**I authorize the Butler County Educational Service Center to investigate all statements contained in this application and to contact my present/previous employers, references, or other agencies when necessary.**

**I understand that misrepresentation or omission of facts called for constitutes sufficient cause for rejection of this application, and for termination at any time during employment.**

**I understand and agree that my employment will be in accordance with the Personnel Policies established for the Butler County Educational Service Center subject to the rules and requirements therein.**

**In consideration of potential or actual future employment, the undersigned applicant hereby grants to the Butler County Educational Service Center permission to check, search or copy the records of any local, state or federal law enforcement or police agency regarding the applicant's traffic and/or criminal law violations, if any. The applicant fully and completely releases the district and any said agency from any liability whatsoever and waives any claims he or she may have, whether known or unknown, regarding the release of information or records regarding the undersigned applicant.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_