

SKILLS

If you are applying for a secretarial position:

1. What is your typing speed (WPM) _____
2. Indicate business machines you can operate (office machines, computer, software) _____

If you are applying for a bus driver position:

1. Do you possess a valid Ohio Driver's License? _____ CDL _____
Bus Driver Endorsement? _____
2. Has your license ever been suspended for any reason? _____
If yes, explain: _____

If you are applying for a custodial/maintenance position:

1. List equipment you can operate (machine tools, vehicles, construction equipment, etc.) _____

EMPLOYMENT VERIFICATION AND CRIMINAL RECORDS CHECK

The Licking Heights Local School District is required to inform all applicants of the following:

1. The applicant will be subject to BCII & FBI background checks.
2. The applicant must provide fingerprint impressions to the school district.
3. The applicant will not be employed unless he/she satisfactorily completes the BCII & FBI checks.
The applicant is required to pay for processing the BCII and FBI background checks.
4. Applicant may be required to provide a driving abstract record upon request.
5. The applicant will be subject to a drug screening test if applying for a transportation position.

It is understood and agreed that the Licking Heights Local Board of Education may contact former employer(s) for verification of any employment history and the Bureau of Criminal Identification and Investigation (BCII) and FBI for background checks and I hereby consent to such inquiries.

I understand that if I am employed prior to the District's receipt of the BCII & FBI reports and verification of my work experience, my continued employment will be conditional on:

1. Satisfactory work experience as verified by contacts with former employers.
2. Receipt of a report demonstrating that I am in compliance with the Board of Education's rules and state law regarding applicant/employee criminal records and disclosure of criminal conviction.

I further understand that falsification on any and all information on this application shall result in disqualification of/or termination of employment. I certify that the information is true and accurate to the best of my knowledge.



Signature: _____ Date: _____



**LICKING HEIGHTS LOCAL SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**