



# Orange Community Education & Recreation

Orange City Schools

**32000 Chagrin Blvd., Pepper Pike, Ohio 44124**

**216-831-8601 www.orangerec.com**

*Since its inception as an integral part of the Orange City Schools in 1973, Orange Community Education and Recreation has emerged as a state and national community education model. This division develops, coordinates and staffs year-round, comprehensive, enrichment and recreational opportunities and services to the entire district. Enrichment classes and activities offered include programs for preschoolers, youth, childcare, teens, adult continuing education, adult and youth sports, senior adult services and aquatics. The department serves the communities of the Orange School District and its surrounding communities.*

## EMPLOYMENT APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position for which you are applying: (check one):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Instructor    | <input type="checkbox"/> Open Door Staff       | <input type="checkbox"/> Custodial      |
| <input type="checkbox"/> Clerical      | <input type="checkbox"/> Lifeguard             | <input type="checkbox"/> Camp Counselor |
| <input type="checkbox"/> Program Staff | <input type="checkbox"/> Other - Specify _____ |   |

Check One:  Full Time  Part Time  As Needed

Are you or have you ever been employed by or applied for any position with the Orange School District or Orange Community Education & Recreation?  Yes  No If yes, list dates and areas you worked:

Are you related to any employee in the Orange School District?  Yes  No If yes, who and what relation are you to the employee: \_\_\_\_\_

Have you ever served in the military?  Yes  No Branch \_\_\_\_\_ Assignment \_\_\_\_\_

Years of Service \_\_\_\_\_ Do you have a valid driver's license?  Yes  No

## Work Experience

List most recent first

Dates	Employer Name	Employer Address	Position/Title	Reason for Leaving

## Education

Level of Education	School Name	Dates Attended	Highest Level Completed/ Graduation	Degree
High School				
College				
Graduate Work				
Other (Certificates) (CEUs)				

## Employment References

List three recent employer references:

Name	Address	Telephone	Company	Position
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## Personal References

List three personal references, not related to you, who have knowledge of your character, personality and general ability.

Name	Address	Telephone	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

List any professional organizations you belong to; awards you have received; publications...etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any volunteer experience or community involvement in community education, recreation or leadership position (church/synagogue, school, recreation, camp, lifeguard, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any positions for which you should not be considered or job duties you are unable to perform due to a health condition or physical limitation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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How did you hear about this position?

- Newspaper       Friend: \_\_\_\_\_
- Job Posting       Other: \_\_\_\_\_

Have you ever been convicted of a felony? If so, Explain below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Read Carefully Before Signing:

Have you ever been convicted of or are you now being charged with any criminal or traffic offense (other than a traffic offense for which the penalty was/is a fine of \$100 or less)? Yes\_\_\_\_No\_\_\_\_ If yes, please attach an explanation to this application. At the time of actual employment consistent with provisions of O.R.C. 109.57, verification of the response to this question will be obtained from the Ohio Bureau of Criminal Identification and Investigation and other agencies. The verification process will require the submission of fingerprints. Information obtained about convictions/charges will be evaluated to determine whether the nature of the offense is manifestly inconsistent with the position sought.

My signature attests both to the fact that the information I have provided herein is correct and to my understanding that falsification of information shall be grounds for not considering this application or for dismissal if employed.

I authorize all persons listed as "references" on this application to provide a personal evaluation of my abilities and potential for the position for which I am a candidate. I acknowledge that this information is confidential and shall remain confidential and I waive my right of access to any information received.

I certify that all statements on this application are true and complete. I understand that false or incomplete statements may result in disqualification or dismissal.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In accordance with Federal Law, any person employed by this District must provide evidence that s/he is eligible to work in the United States and applicants must be 14 years of age and obtain a work permit before they may be employed.

EOE: It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height or other protected categories.

*"Orange Community Education & Recreation embraces the quality principles and practices of collaboration, community involvement, innovation, accountability and teamwork in developing and coordinating lifelong educational, enrichment, recreational and leisure opportunities for all participants."*

**DO NOT WRITE BELOW THIS LINE**

FOR OFFICE USE ONLY

Interviewed by: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_