



South Range Local Schools

... a community centerpiece building on excellence

11375 Columbiana-Canfield Road, Canfield, Ohio ~ 44406 ~ Phone: 330-549-5226 ~ Fax: 330-549-4740

Bethany A. Carlson, Superintendent ~ bcarlson@southrange.org * Mario A. Nero Jr., Treasurer/CFO ~ mnero@southrange.org

Dear South Range Non-Teaching Applicant:

In order for you to be put on the substitute list and working with children, the following need to be completed by you:

These items are as follows:

- A completed Non-Teaching application
- A copy of your Social Security Card and Driver's license for your folder.
- A current copy of your fingerprint report (FBI & BCI) - within the last year.

To complete both a FBI & BCJ report-Bureau of Criminal Identification & Investigation & an FBI report (fingerprinting). You need to have this done before you begin working with children. This is South Range Local School District Board Policy as well as the State of Ohio O.R.C. section **3319.291**. You can call the ESC of Eastern Ohio at 330-533-8755 for an appointment. All fingerprinting is done electronically as required by the state.

Once these are on file, your application will be forwarded to the superintendent and put on the agenda for the next Board of Education Meeting for approval. Once approved, your name and phone number will be placed on the substitute list.

Thank you for your interest in South Range Local Schools.

Sincerely yours,

Paula Lipke
p.lipke@southrange.org
EMIS Coordinator Supt. Secretary

Board of Education

Brian Bagwell ~ Shelly Colucci ~ Elizabeth Johnson ~ Terri Lally ~ Amy White

South Range Local Board of Education
11300 Columbiana Canfield Rd.
Canfield, OH 44406
330.549.5226 Fax: 330.549.4740

Application for Employment (Non-Teaching)

Name _____ Social Security Number ___/___/___

Address _____ Phone _____

City _____ Zip _____ Date of Birth: _____

Describe the kind of work you are seeking: _____

Name of high school you attended/graduated from _____

Have you attended college, a trade or technical school, or taken other special training or courses? If so, please give as much information about the kind of training, the years in which you took that training, and *the* institution you attended. Please list any certificates or licenses.

Work Background - Starting with your most recent job, please list the places you have working in reverse order:

| Dates of Employment | Name of Jobs/Employers | Company Name/ Location |
|---------------------|------------------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

References: (4) The first two should be persons who know you personally and can describe your character and personality. The second two should be persons familiar with your work/job related characteristics.

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Any person who knowingly makes a false statement is guilty of falsification under section 2921.12 of the Ohio Revised Code, which is a misdemeanor of the first degree.