



South Range Local Schools

... a community centerpiece building on excellence

11375 Columbiana-Canfield Rd. • Canfield, Ohio 44406 • Phone: 330-549-5226 • Fax: 330-549-4740

Bethany Carlson, *Superintendent* bcarlson@southrange.org • James Phillips, *Treasurer/CFO* jphillips@southrange.org

Dear South Range Non-Teaching Applicant:

In order to be considered for a non-teaching position at our district, the following need to be completed by you:

These items are as follows:

- A completed Non-Teaching application
- A valid Educational Aide Permit from the Ohio Department of Education if you are applying to be a student aide/substitute student aide. Please visit <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Substitute-Licensure> for information and to begin the process. Please make sure that you indicate that you wish to substitute at South Range Local Schools on your online application. The district IRN # is: 048363.
- A current copy of your fingerprint report (FBI & BCI) – within the last year.
 - To complete both a FBI & BCI report-Bureau of Criminal Identification & Investigation & a 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 Mahoning County Educational Service Center, 7320 N. Palmyra Rd. Canfield, Ohio 44406; 330-533-8755 for an appointment. All fingerprinting is done electronically as required by the state.

Please submit these items to the board of education office. Once we have received **all** of the above items, 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.



South Range Local Board of Education
 11375 Columbiana Canfield Rd.
 Canfield, OH 44406
 Phone: 330.549.5226 Fax: 330.549.4740

Application for Employment (Non-Teaching)

Name _____ Social Security Number ____/____/____

Address _____ City _____ Zip _____

Phone _____ Date of Birth _____

Describe the kind of work you are seeking: _____

Do you have a high school diploma? Yes ____ No ____ (if yes, year of graduation) _____

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: Please provide 4 references of people who know you personally and can describe your character and personality, and those that are familiar with your work/job related characteristics.

Name & Relationship	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____