

BERKSHIRE BOARD OF EDUCATION

Superintendent's Office
14259 Claridon Troy Rd., P.O. Box 364
Burton, Ohio 44021
(440)834-3380, ext. 2101

Dear Applicant,

In order to be considered for a non-teaching position within the Berkshire School District, you will need to provide the following information to the district office.

Items to be completed are as follows:

- A completed Non-Teaching application (attached)
- Request for a Criminal History Check Form (attached)
- Authorization to Contact Employment References (attached)
- A current copy of your fingerprint report (FBI & BCI)
 - Completed FBI & BCI (Bureau of Criminal Identification & Investigation) Reports. After speaking with an administrator/supervisor regarding the open/substitute position, you will need to have the FBI/BCI background checks completed prior to being recommended to the school superintendent for a position. This is a Berkshire Local School District Policy as well as the State of Ohio (O.R.C. section 3319.291). All fingerprinting is done electronically as required by the State.

The following are locations available to persons seeking employment related backgrounds checks. If a code is requested, please use 3319.39 for Public School Classified/Transportation. ***Please note cost and payment options for each location.** Results should be mailed to: Berkshire Board of Education, Attn: Melissa Malkus, P.O. Box 364, Burton, OH 44021 and The Ohio Department of Education. The ESC of the Western Reserve offers an electronic return to their organization if requested by the applicant (this allows for a quicker result turnaround time).

BOTH LOCATIONS ARE BY APPOINTMENT ONLY.

ESC of the Western Reserve

8221 Auburn Rd (Technology Learning Center)
Concord Twp., OH 44077
(440)350-2563, ext. 788
Hours: Monday – Friday
8:00 a.m. – 3:30 p.m. (Summer hours 8:30 a.m.-3:00 p.m.)

***Cost to you: \$70.00** (Cash [exact amount]/Credit Card/Personal Check [made out to Lake County ESC], or Money Order.)

Geauga County Sheriff's Office

12450 Merritt Dr.
Chardon, OH 44024
(440)279-2009, ext. 4346
Tues. 8:00 a.m. -6:45 p.m.
Thurs. 8:00 a.m. - 4:45 p.m.
Sat. 8:00 a.m. – 2:45 p.m. (Busiest day; expect wait time)

****The Fingerprint Office has temporarily been moved to 13349 Kinsman Rd., Burton. Hours are subject to change. You may schedule an appointment on the Geauga County Sheriff's Department website at sheriff.co.geaugaoh.us/Divisions/Law/CCW/Fingerprinting**

***Cost to you: \$60.00** (Cash, Personal Check [made out to Geauga County Sheriff's Office] or Money Order)

Please submit these items to the Berkshire Board of Education Office. Once **all** of the above items are received, your application will be processed for a new hire or substitute position. *Substitutes:* Once your application is approved, your name and phone number will be added to the substitute list.

Thank you for your interest in Berkshire Local Schools.



Berkshire Local School District

BOARD OF EDUCATION

14259 Claridon Troy Road, P.O. Box 364, Burton, OH 44021
440-834-3380 440-834-2058 (Fax)

Date of Application: _____

PERSONAL INFORMATION:

Name: _____
(Last) (First) (Middle Initial)

Social Security Number: _____ Date of Birth: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Are you applying for: Open Position or Substitute Position

Please check the position(s) you are interested in:

Aide Positions: Educational (ESEA Endorsement Required) Lunch/Recess Transportation

Other: Secretarial Kitchen Custodian

Do you have a high school diploma? Yes No If yes, year of graduation: _____

Name and Address of High School you graduated from: _____

Have you attended college, a trade or technical school, taken special training or courses? If so, please provide detailed information about the courses/training, year(s) in which you took courses/training, and institute attended. Please list any certificates or licenses:

TRAINING (College/Trade or Technical School):

School: _____

Date of Graduation: _____

College: _____

Date of Graduation: _____

Other Qualifications: _____

EMPLOYMENT HISTORY:

<u>Name of Business</u>	<u>Position Held</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSIONAL REFERENCES:

<u>Name</u>	<u>Position</u>	<u>Business</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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REQUEST FOR A CRIMINAL HISTORY RECORD CHECK

BERKSHIRE SCHOOL DISTRICT
BURTON, OHIO 44021

The District is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment. An employee who has been convicted of or plead guilty to one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. I may be deemed ineligible to work for the District based on the results of my background check and immediately released from employment as a result.

I hereby authorize such a records check and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and any additional fees associated with an FBI check.

Date

Signature

7/11/16
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Authorization to Contact Employment References

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____

I voluntarily authorize the Berkshire Local School District to contact any references whose names I have submitted. I voluntarily release this School District and any of the persons providing information from any liability or legal claims relating to the use of information obtained.

Signature

Date

Witness

Date