

BERKSHIRE BOARD OF EDUCATION

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

Dear Berkshire Local School District Non-Teaching Applicant,

In order to be considered for a non-teaching position at our 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)
- For Drivers Only: New Driver Information Packet (available upon request)
- A current copy of your fingerprint report (FBI & BCI)
 - Completed FBI & BCI (Bureau of Criminal Identification & Investigation) Reports. You will need to have this done prior to being recommended 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.

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 8:00 a.m.-2:30 p.m.)

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

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)

*****Due to COVID-19, 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 or Money Order)

Please submit these items to the Berkshire 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.

Once the background checks are received, they will be attached to your application and you will be added to the upcoming Board agenda.

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
 Classroom

Other: Secretarial Kitchen Custodian

Transportation: Bus Driver Van Driver Driver's License Number: _____

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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

