

# APPLICATION FOR SECONDARY POSITION

ADAMS COUNTY/OHIO VALLEY  
SCHOOL DISTRICT  
CLASSIFIED EMPLOYEES

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**INSTRUCTIONS:** Complete a separate request for each posted position in which you are interested. The request is to be **hand delivered or sent by U.S. Mail** to the Administration Office Personnel Department. **Do not send through interdepartmental mail.** Phone requests will not be honored. Requests must be received by the Personnel Department **by 4:00 p.m. on the final day of the posting.** Requests will be accepted only during the posting dates.

PRESENT JOB CLASSIFICATION: \_\_\_\_\_

PRESENT JOB LOCATION: \_\_\_\_\_ HRS/DAY: \_\_\_\_\_

FULL TIME HIRE DATE: \_\_\_\_\_  
(Do not use Sub hire date)

DATE ENTERED PRESENT CLASSIFICATION: \_\_\_\_\_

POSITION REQUESTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

POSTING NUMBER: \_\_\_\_\_

### FOR PERSONNEL OFFICE USE ONLY

REQUEST:           Approved [  ]           Denied [  ]   Effective Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notice sent to:**   [  ] Employee                   [  ] Previous Principal                   [  ] \_\_\_\_\_  
                          [  ] Payroll Dept.               [  ] New Principal                       [  ] \_\_\_\_\_  
                          [  ] Personnel File               [  ] Warehouse/Transportation Mgr   [  ] \_\_\_\_\_

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date