

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone Numbers 1. \_\_\_\_\_ 2. \_\_\_\_\_

Email Address \_\_\_\_\_

Position Applying For: \_\_\_\_\_

\_\_\_\_\_

**This application MUST include the following items to be complete:**

- 1. Letter of interest**
- 2. Current resume**
- 3. Statement of leadership philosophy and vision of secondary education** (1000 words or less)
- 4. Copy of college transcript(s)**
- 5. Copy of current Indiana administrative certificate**
- 6. Three (3) letters of recommendation** (These should be individuals qualified to evaluate your personal or administrative qualifications. Please include administrators, supervisors, employers and/or college professors.)

### EDUCATION

	Name and Location of School	Years Attended	Graduated? Yes/No
High School:	_____	_____	_____
College:	_____	_____	_____
College:	_____	_____	_____
Graduate School:	_____	_____	_____
Other:	_____	_____	_____

### EMPLOYMENT HISTORY (List most recent first):

Name/Location of School	Position	Dates (From-To)	Principal/Superintendent
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**FURTHER INFORMATION:** (Please list anything which may distinguish your application. This might include travel, honors, publications, professional opportunities, extracurricular activities and civic and/or special interests.

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### QUESTIONS AND CERTIFICATIONS

**To be considered for employment you must answer each of the following questions:**

1. Are you presently or have you ever been under investigation or under a procedure to consider your discharge for misconduct? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling funds, or of criminal conduct? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (i.e. murder, rape, swindling and indecency with a minor) Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you ever been convicted of a crime, other than a minor traffic offense: or ever entered a plea of guilty or a plea of "no contest" or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes to any one of the previous questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved. Explain these circumstances on a separate sheet of paper and attach to this application.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between and the position for which you are applying.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

Your signature below constitutes authorization to check your employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. It further authorizes those persons, agencies or entities that the Community School Corporation of Eastern Hancock County contacts in connection with your employment application to fully provide any information on the matters set forth above. You expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that you might otherwise have against the Community School Corporation of Eastern Hancock County, its agents and officials or against any provider of such information.

I certify that the information on this application is true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may be sufficient cause for dismissal.

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Signature of Applicant

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Date

*The Community School Corporation of Eastern Hancock County assures that it will comply fully with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Eastern Hancock County further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.*

For inquiries regarding compliance as well as grievances on the above assurances contact:  
Superintendent, 10370 E. 250 N. Charlottesville, IN 46117 317-936-5444  
or Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Please return application along with other required documents to:

**The administrator/director designated on the job posting.**

If there is NOT an administrator/director listed, then send to:

**Administration Office**

**Community School Corporation of Eastern Hancock County 10370 E. 250 N.  
Charlottesville, IN 46117**

**or scan and email to Tracy McCarty at [tmccarty@easternhancock.org](mailto:tmccarty@easternhancock.org)**