

Name: _____

Street Address: _____

City, State Zip _____

Phone Numbers 1. _____ 2. _____

Email Address _____

Applying for: Instructional Assistant Substitute Teacher Office/Clerical Technology
 Cafeteria Maintenance/Custodial Central Office Nurse
 Bus Monitor Bus Driver Do you have a current CDL? Yes No

EDUCATION

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

EMPLOYMENT HISTORY

EXPERIENCE (List most recent first):

| | Employer | Position | Dates | Reason(s) Left |
|----|----------|----------|-------|----------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |

REFERENCES:

These should be individuals who are qualified to evaluate your job qualifications. (No relatives, please.)

| | Name | Occupation/Relationship | Email Address | Phone |
|----|-------|-------------------------|---------------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

FURTHER INFORMATION: (Substitute Teachers and Instructional Assistants only)

What qualities do you feel you possess that qualify you to work in education?

Would you prefer to work in Elementary Middle School High School

What are your preferred subject areas?

English Reading Math Science Other _____

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.

Signature of Applicant

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