

Northeast Dubois County School Corporation
Application Form
"An Equal Opportunity Employer"

INFORMATION FOR APPLICATION

Applicants may want to include a current picture stapled to the right hand top of front page. If you have no objections, please fill out all information to the best of your ability. Applications will be moved to the inactive file in January of each year unless notified by a letter of your continued interest. You are not obligated to answer any questions: but doing so will enable us to have a better knowledge of your background for this position.

Speed tests may be given by the administration for such positions as secretary, treasurer, cashier, and those positions that require expertise in a designated skill to allow the best candidate available to secure the position.

PLEASE TYPE OR PRINT:

Position Requested:	<input type="checkbox"/> Administration <input type="checkbox"/> Teacher <input type="checkbox"/> Clerical <input type="checkbox"/> Teacher Aide <input type="checkbox"/> Custodial <input type="checkbox"/> Cafeteria <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____			
Name				
Address				
City, State, Zip Code				
Telephone	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;"> </td> <td style="width: 20%; padding: 2px;">Cell Phone</td> <td style="width: 20%; padding: 2px;"> </td> </tr> </table>		Cell Phone	
	Cell Phone			
email address				
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Have you ever been terminated from a previous position?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been arrested?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, state reason				
Military Service (Branch)				
How long?				
Medals and Decorations				
Do you have any health condition which would prevent you from performing the duties of this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of last physical				

What local organizations do you belong to at present?	

Family Background

Parent(s)	
Address	
City, State	
Do you have any relatives or in-laws employed by the Northeast Dubois County School Corporation at the present time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name those persons:	

School Life

Number of years attended school	
What high school did you attend?	
Did you graduate?	
City, State	
What high school activities did you participate in?	

College Life

Number of years in college	
College attended	
City, State	
Degree held	
Major or minor?	
College Awards	

Teachers Only:

What are you qualified to teach?	
Professional Memberships	
Do you have your credentials?	
What extracurricular activities are you capable and willing to supervise?	
Teacher Retirement number	
License Number	
Expiration date of license	

Technical Information

What trade or technical school have you attended, if any?	

Experience

List any experiences which you have had that will make you a better candidate for the position for which you have applied.	
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Employment

Past employer - last position	
Address	
City, State	
phone number	
Started employment	
Ended employment	
Past employer	
Address	
City, State	
phone number	
Started employment	
Ended employment	
Past employer	
Address	
City, State	
phone number	
Started employment	
Ended employment	

Past Supervisors, Managers, Principals, or Supervisors...

Name			
Organization			
Address			
e-mail address		Phone number	
Name			
Organization			
Address			
e-mail address		Phone number	
Name			
Organization			
Address			
e-mail address		Phone number	

Date of Application	
Date candidate was employed	

 Signature of Applicant (Digital Signature)

Applicant may submit additional information or resume, if desired.

It is the policy of the Northeast Dubois County School Corporation not to discriminate on the basis of race, religion, national origin, sex, age, handicaps, or veterans status.

Request for Background Information

Dear Applicant:

Jobs with the Northeast Dubois County School Corporation involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants for employment are expected to provide us with this information; you are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination from employment regardless of when misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you on this insert is not an automatic bar to employment. The school district will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

- 1 If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?

Yes No

If yes, explain the circumstances on a separate sheet and attach it to this application.

- 2 Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?

Yes No

If yes, explain the circumstances on a separate sheet and attach it to this application.

- 3 Have you ever been investigated for, charged with, or pled guilty or “no contest” to any crime involving sexual abuse of any person or indecency with a minor?

Yes No

If yes, explain the circumstances on a separate sheet and attach it to this application.

- 4 Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?

Yes No

If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I AUTHORIZE THE SCHOOL DISTRICT TO CHECK MY EMPLOYMENT HISTORY, INCLUDING WITHOUT LIMITATION, REFERENCE CHECKS, AND TO SEEK THE RELEASE OF INVESTIGATORY INFORMATION, INCLUDING AN “EXTENDED CRIMINAL HISTORY”, POSSESSED BY ANY PRIVATE OR PUBLIC EMPLOYER OR ANY LOCAL, STATE, OR FEDERAL AGENCY. I AUTHORIZE THESE PRIVATE OR PUBLIC EMPLOYEES OR LOCAL, STATE, OR FEDERAL AGENCIES TO PROVIDE THE SCHOOL DISTRICT ANY INFORMATION THEY MAY RELEASE CONCERNING THE MATTERS DESCRIBED HEREIN, AND I WILL COOPERATE TO THE EXTENT NECESSARY TO OBTAIN THE RELEASE OF THIS INFORMATION.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS OR CAUSES OF ACTION, INCLUDING WITHOUT LIMITATION DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

Signature (Digital Signature)

Date

Printed name