

M.S.D. of Boone Township

Office of the Superintendent

307 South Main Street

Hebron, IN 46341

219-996-4771

Name:

(Last)

(First)

(M.I.)

Address:

Phone #:

Home

Work

Cell

E-mail Address

Desired Position(s):

1

2

3

Education: List High School and College(s)

Name of School

City, State

Date Completed

Diploma / Degree

License / Certification / Endorsements

Employment History: (List Current first)

Date Name of Employer Address Phone # Position/Title

Other: Indicate any additional information which will assist in the favorable consideration of your application.

References:

Name Address Phone #

Statement:

The information provided by me on this application is true, complete and accurate to the best of my knowledge. I understand that any intentional incomplete or false statement will eliminate my candidacy for employment consideration.

Signature

Date

M.S.D. of Boone Township

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Dear Applicant:

In order to be considered for employment in the M.S.D. of Boone Township schools, you must fully complete the following questionnaire and sign it.

Dr. Nathan Kleefisch
Superintendent

1. Are you presently being investigated or are you under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?

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

Yes _____ No _____

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

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

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?

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

Yes _____ No _____

4. Have you ever been charged with or investigated for sexual abuse of another person?

Yes _____ No _____

5. Have you ever been charged with, plead guilty or "no contest" to, or convicted of any crime involving sexual abuse of any person or any crime of moral turpitude?

Yes _____ No _____

(Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule or right and duty between persons, including but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.)

6. Have you (a) been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest", or (C) 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 questions 4, 5, or 6, please explain in detail on a separate sheet and attach it to this application. Include the date of the charge, the court action, the offense in question, and the address of the court involved.

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

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

My signature below constitutes authorization the M.S.D. of Boone Township to check my employment history, including without limitation, evaluations; checks of attendance, character, attitude, and dependability; reference checks; and release of investigative information, including a "limited criminal history," possessed by any private or public employer or any state, local or federal agency.

I further authorize those persons, agencies or entities that the M.S.D. of Boone Township contacts in connection with my employment application to fully provide M.S.D. of Boone Township any information.

I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the M.S.D. of Boone Township, 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.

Date

Applicant's Signature

Applicant's Name Printed / Typed

REQUEST FOR BACKGROUND CHECK

Jobs with the school district involve contact with our student population. Please complete the questionnaire below to assist in evaluating your suitability to work with students. All applicants are expected to provide information. Any misrepresentation and/or omission of fact may be grounds for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you is not an automatic ban to employment. The school district will consider the nature of the conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your interviewing 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 the application.
I am not currently working _____.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than terminated?
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.
3. Have you ever been investigated for, charged with or pleaded guilty or "no contest" to any crime involving the 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 the application.
4. Have you ever been charged with a crime or convicted of a crime, other than a minor traffic offense (minor offenses shall not include driving under the influence or similar charge, reckless driving, or leaving the scene of an accident), where the court has deferred further proceedings without 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 the application.
5. Have you ever been arrested for any serious traffic related offense, such as driving while intoxicated, driving while suspended, leaving the scene of an accident, etc? (Do not include minor traffic offenses such as speeding violation or parking tickets.)
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.

AUTHORIZATION AND RELEASE

I authorize the school district to check employment and personal references, and to seek the release of investigatory information, including a "limited criminal history" possessed by any private or public employer or any local, state, or federal agency. I authorize individuals, private or public employers, or local, state or federal agencies to provide the school district any information they may release concerning the matters described herein or pertaining to questions herein, and I will cooperate to the extent necessary to obtain the release of this information. I understand that this investigative report of my employment history background may include information obtained through personal interviews and/or reference forms with third parties, law enforcement agencies, prior employers, co-workers or others. This inquiry may include information as to my character, general reputation, personal characteristics, work habits and mode of living, which may be applicable.

I hereby acknowledge that, at the time of my post-offer pre-employment physical examination or for reasonable suspicion subsequent to employment, blood and/or urine samples may be taken and tested for evidence of consumption by me of illegal drugs and/or alcohol. I consent to such testing, and hereby release, discharge and waive any and all claims I now or may in the future have against the school district and/or medical personnel related to such tests or the results thereof.

I authorize the school district to release to the other school districts listed on page one the results of the criminal background check, post offer pre-employment, physical examination, personal and professional reference checks, and any other information related to my fitness for substitute teaching or my performance as a substitute teacher.

I understand that if an offer of employment is made, I will be required to submit documentation which will verify that I am a citizen or a national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized to be employed in the United States.

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 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

DATE

SOCIAL SECURITY #

DATE OF BIRTH

M.S.D. of Boone Township is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefit of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.