



CLASSIFIED EMPLOYEE APPLICATION

DATE: _____

APPLICANT INFORMATION

FIRST NAME: _____ MI: _____ LAST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL ADDRESS: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

ARE YOU A CITIZEN OF THE UNITED STATES? YES NO

IF NO, ARE YOU AUTHORIZED TO WORK IN THE U.S.? YES NO

HAVE YOU EVER WORK FO WCCS or SCSC? YES NO IF YES, WHEN? _____

HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A FELONY?

YES NO IF YES, PLEASE EXPLAIN: _____

HAVE YOU EVER HAD A DHS (Department of Human Services) or CPS (Child Protective Services) CHARGES BROUGHT AGAINST YOU? YES NO IF YES, PLEASE GIVE DATE AND DETAILS: _____

EDUCATION

HIGH SCHOOL: _____ ADDRESS: _____

FROM: _____ TO: _____ DID YOU GRADUATE? YES NO

DIPLOMA _____

COLLEGE: _____ ADDRESS: _____

FROM: _____ TO: _____ DID YOU GRADUATE? YES NO

DIPLOMA _____

OTHER: _____ ADDRESS: _____

FROM: _____ TO: _____ DID YOU GRADUATE? YES NO

DIPLOMA _____



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REFERENCES (Please list three (3) PROFESSIONAL references)

FULL NAME: _____ RELATIONSHIP: _____ COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

FULL NAME: _____ RELATIONSHIP: _____ COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

FULL NAME: _____ RELATIONSHIP: _____ COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

IS IT OKAY FOR US TO CALL REFERENCES? YES NO NOT YET

PREVIOUS EMPLOYMENT

COMPANY: _____ ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

STARTING SALARY: _____ ENDING SALARY: _____

RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

MAY WE CONTACT YOUR PREVIOUS FOR A REFERENCE? YES NO

COMPANY: _____ ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

STARTING SALARY: _____ ENDING SALARY: _____

RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

MAY WE CONTACT YOUR PREVIOUS FOR A REFERENCE? YES NO



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PREVIOUS EMPLOYMENT

COMPANY: _____ ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

STARTING SALARY: _____ ENDING SALARY: _____

RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

MAY WE CONTACT YOUR PREVIOUS FOR A REFERENCE? YES NO

EMPLOYMENT WITH SILVER CREEK SCHOOL CORPORATION

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 offenses 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: _____

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: _____



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DISCLAIMER - CRIMINAL HISTORY SEARCH and SIGNATURE

As of July 1, 2009, Indiana Code 20-26-5-10 requires all new employees in school corporations, charter schools, and accredited non-public schools to submit to an "expanded criminal history check". This expanded search will include local, state and out of state records, including sex offender registries.

The applicant/employee is responsible for all costs associated with obtaining the expanded criminal history. The cost will be a minimum of \$24.95. Prior to hiring, you will be required to submit information to complete a background check.

The background check takes approximately 3-5 days. You will then be notified by your immediate supervisor regarding your first date of employment.

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 a "limited 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 manner 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. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

SIGNATURE: _____

DATE: _____

The Civil Rights Act of 1964 and 1991 prohibits discrimination in employment practices because of race, color, religion, sex or national origin. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least forty years of age. The Americans with Disabilities Act prohibits discrimination against persons with covered disabilities. This company adheres to the Immigration Reform Act of 1986.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER