STUDENT WORKER Employment Checklist

SUPERVISING TEACHER CHECKLIST

1. Provide the student with Student Worker Application
2. Student provides:
   - Copy of Student ID/License
   - Copy of Birth Certificate or Passport (Ms. Ayler can get this if needed)
3. All documents need to be turned in to the Supervising Teacher.
4. The Supervising Teacher will then turn the completed packet in to Ms. Ayler, Principal's Secretary.
5. Ms. Ayler will submit the application, copy of ID and birth certificate to HR, and complete Employment Form.
6. HR will then email the student to complete additional paperwork online through Dropbox Sign.
7. Once all that is completed, the student will start getting paid.

STUDENT WORKER CHECKLIST

1. Student Worker Application Packet
2. Student provides:
   - Copy of Student ID/License
   - Copy of Birth Certificate or Passport
3. All documents need to be turned in to the Supervising Teacher.
4. The Supervising Teacher will then turn the completed packet in to Ms. Ayler, Principal's Secretary.
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AVON COMMUNITY SCHOOL CORPORATION

7203 East US Highway 36
Avon, IN 46123
Phone (317) 544-6000 – Fax: (317) 544-6001

APPLICATION FOR _____

Name and Title _____
Last First Middle

Other Name(s): _____

Address: _____
Street City/State/Zip Telephone Number

E-mail Address: _____ Alternate Telephone Number: _____

Social Security Number: _____

When are you available to start work? (Please list date) _____

Do you also want to be considered for part-time employment? Yes ___ No ___

Education

		Years Attended From:	**To:**
High School/City, State			
Diploma or GED			
College			
Technical			

List your last three places of employment beginning with current (or most recent) place of employment:

Firm. _____ City, State: _____

Your Job. _____ Supervisor: _____

Dates of Employment From: _____ To: _____

Telephone Number: _____

Firm. _____ City, State: _____

Your Job: _____ Supervisor: _____

Dates of Employment From: _____ To: _____

Telephone Number _____

Firm: _____ City, State: _____

Your Job. _____ Supervisor: _____

Dates of Employment From: _____ To: _____

Telephone Number: _____

List three references school officials may contact (do not include relatives) who are knowledgeable about your work. List date after which we may contact them.

Name: _____ Telephone Number: _____

Address: _____
Street City/State/Zip Telephone Number

Date we may contact. _____

Name: _____ Telephone Number: _____

Address _____
Street City/State/Zip Telephone Number

Date we may contact: _____

Name: _____ Telephone Number: _____

Address. _____
Street City/State/Zip Telephone Number

Date we may contact. _____

Check all position(s) desired:

___ Instructional Assistant (Primetime)

___ Media Assistant

___ Technology Instructional Assistant (Computer Lab)

___ Special Education Assistant

___ Other – Please specify: _____

Check all buildings in which you are willing to work (You may prioritize if you wish):

___ Avon High School (Grades 9-12)

___ Avon Middle School North (Grades 7-8)

___ Avon Middle School South (Grades 7-8)

___ Avon Intermediate School East (Grades 5-6)

___ Avon Intermediate School West (Grades 5-6)

___ Cedar Elementary School

___ Hickory Elementary School

___ Maple Elementary School

___ Pine Tree Elementary School

___ River Birch Elementary School

___ Sycamore Elementary School

___ White Oak Elementary School

Give examples of how and when you have worked with children or in an area related to the position for which you are applying.

_____

_____

_____

_____

_____

Background Information

(1) Are you presently being investigated or under consideration for discharge for misconduct by your present employer?
Yes _____ No _____

(2) Have you offered a resignation to a previous employer because you were under investigation for misconduct?
Yes _____ No _____

(3) Have you ever been reprimanded, disciplined, discharged or asked to resign from a prior position?
Yes _____ No _____

(4) Have you ever resigned from a prior position without being asked, because your employer was investigating you for sexual contact with another person, mishandling of funds or criminal conduct? Yes _____ No _____

(5) Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other 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 of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor)

(6) Have you ever been convicted of a crime (felony or misdemeanor), other than a minor traffic offense?
Yes _____ No _____

(7) Have you ever entered a plea of guilty or a plea of "no contest" (nolo contendere)? Yes _____ No _____

(8) Has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation, for any crime other than a minor traffic offense? Yes _____ No _____

If you answered yes to any question three (3) through seven (7), explain the circumstances on a separate sheet and attach it to this application. In your explanation include the date of the charge, the court action, the offense in question and the address of the court involved where applicable.

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 the offense 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.

My signature below constitutes authorization to check my employment history, in accordance with IC 5-2-5, 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 I further authorize those persons, agencies or entities that the Avon Community School Corporation contacts in connection with my employment application to fully provide the Avon Community School Corporation any information on the matters set forth above 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 Avon Community School Corporation, its agents and officials or against anyone who provides such information.

Signature: _____ Date: _____

NOTE: You may include a resume. If you see a specific position that is of interest to you, please submit a letter of interest and state that you have an application on file.

Avon Community School Corporation does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion or handicaps.