

# NON-INSTRUCTIONAL APPLICATION FORM

## *South Spencer County School Corporation*

321 South Fifth  
Rockport, Indiana 47635  
Ph. 812-649-2591  
FAX 812-649-4249

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

POSITION APPLYING FOR \_\_\_\_\_ SCHOOL \_\_\_\_\_

Are you available to WORK: FULL TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ TEMPORARY \_\_\_\_\_

### EDUCATION

ELEMENTARY

HIGH SCHOOL

COLLEGE/UNIV./TRADE

SCHOOL NAME \_\_\_\_\_

COMPLETED (circle 1)      4 5 6 7 8                      9 10 11 12                      1 2 3 4

DIPLOMA/DEGREE \_\_\_\_\_

### WORK EXPERIENCE

EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_ WORK PERFORMED \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_ WORK PERFORMED \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_ WORK PERFORMED \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

### REFERENCES

SOUTH SPENCER COUNTY SCHOOL CORPORATION  
INSERT TO EMPLOYMENT APPLICATION

Request for Background Information

Dear Applicant:

Jobs with the South Spencer 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 the 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 plead 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 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 Corporation 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 Corporation 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 OR EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL CORPORATION, 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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE PRINT YOUR NAME

South Spencer County School Corporation is committed to equal opportunity. It is an Equal Opportunity Employer 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 benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.