

**COMMUNITY SCHOOL CORPORATION
OF EASTERN HANCOCK COUNTY
10370 E. 250 N.
Charlottesville, IN 46117
Phone (317) 936-5444 or 467-0064 Fax (317) 936-5516**

SUPPORT STAFF APPLICATION

Name _____ Date _____

Address _____
 No. Street City State Zip Telephone

Check positions for which you are applying

Secretarial or Office _____ Instructional or Library Aide _____ Cafeteria _____ Nurse _____

Custodial _____ Maintenance _____ Bus Driver _____

Would you accept temporary employment? _____ Would you accept part-time employment? _____

Bus Driver Applicants Only

If you hold a CDL license, we will require a copy of your DOT Physical, License, and Yellow Card. All applicants will be subject to a pre-employment drug test. If you do not have a CDL license, we will arrange for your training.

Educational Data

Name and Location of School	Circle Last Year Completed				Graduated Yes/No
	9	10	11	12	
High School _____					
College _____	1	2	3	4	
Trade School _____					

Work Experience (List current or most recent first)

Employer	Address	Dates Employed

If presently employed, may we contact your employer? Yes _____ No _____

Personal References (Do not include names of RELATIVES)

Name	Address	Phone	Position

Additional Information: Please provide any additional information which you feel may be useful or necessary for the school to know in evaluating your application for employment.

To be considered for employment you must answer each of the following questions:

1. Are you presently or have you ever been under investigation or under a procedure to consider your discharge for misconduct? Yes_____ No_____
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? 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? Yes_____ No_____
4. Have you ever been charged with, pleaded guilty or “no contest” to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (i.e. murder, rape, swindling and indecency with a minor) Yes_____ No_____
5. Have you ever been convicted of a crime, other than a minor traffic offense: or ever entered a plea of guilty or a plea of “no contest” or 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 the previous three questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved. Explain these circumstances on a separate sheet of paper and attach to this application.

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 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.

Your signature below constitutes authorization to check your employment history, 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. It further authorizes those persons, agencies or entities that the Community School Corporation of Eastern Hancock County contacts in connection with your employment application to fully provide any information on the matters set forth above. You expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that you might otherwise have against the Community School Corporation of Eastern Hancock County, its agents and officials or against any provider of such information.

Signature of Applicant

Date

The Community School Corporation of Eastern Hancock County assures that it will comply fully with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Eastern Hancock County further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.

For inquiries regarding compliance as well as grievances
on the above assurances contact:

Superintendent
10370 E. 250 N.
Charlottesville, IN 46117
317-936-5444

or
Office of Civil Rights
U.S. Department of Education
Washington, D.C.

Please return application to: **Community School Corporation of Eastern Hancock County
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