

**SOUTH CENTRAL COMMUNITY SCHOOL**

**CORPORATION**

**9808 SOUTH 600 WEST  
UNION MILLS IN 46382**

**PHONE: (219) 767-2263**

**FAX: (219) 767-2260**

**APPLICATION FORM**

**For Classified Employees**

Name: \_\_\_\_\_ S.S.# \_\_\_\_\_  
Last First Middle

Present  
Address: \_\_\_\_\_  
P.O. Box/Street Address City State Zip Phone#

**APPLYING FOR POSITION OF**

<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Coach
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Secretary	<input type="checkbox"/> Other
<input type="checkbox"/> Custodian	<input type="checkbox"/> Paraprofessional/Instructional Assistant	
<input type="checkbox"/> Substitute Teacher		

Date \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_

**INSTRUCTIONS:** The applicant should exercise the greatest care in preparing this form. Information given herein is in the nature of a representation and if incorrect on a material fact will constitute sufficient cause for termination of employment.

**PERSONAL DATA**

Are you a U.S. Citizen?    \_\_\_Yes \_\_\_No  
 If you are not a U.S. Citizen, are you applying for U.S. Citizenship? \_\_\_Yes\_\_\_No  
 Are any of your friends/relatives employed here? \_\_\_Yes \_\_\_No  
 If yes, please list: Name:\_\_\_\_\_ Location:\_\_\_\_\_  
 Have you previously been employed here? \_\_\_ Yes \_\_\_No  
 If yes, please list: Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

.....  
 If you are filling out this application to become a Paraprofessional/Instructional Assistant you must answer the questions listed below. In order for South Central Community School Corporation to be compliant with the No Child Left Behind law any person wanting to be a Paraprofessional/ Instructional Assistant must have two years of college or be parapro certified.

Are you parapro certified? \_\_\_Yes \_\_\_No  
 If you answered “no” to the above, are you willing to take the parapro test? \_\_\_Yes \_\_\_No  
 There is a fee to take the test that will be at your expense.  
 .....

**EDUCATION**

Type of School	Name of School	Location	Highest Grade Completed	Last Year Attended
Grade School			1 2 3 4 5 6 7 8	
High School			9 10 11 12	
College				
Trade School				

**APPLICANT’S EMPLOYMENT HISTORY**

Employer	Supervisor	Dates From -To	Position Held	Reason for Leaving

**MILITARY SERVICE**

Branch Time/Service	Type of Discharge	Reserve Status	Reserve Rank	Draft Status

**REFERENCES**

Name	Phone #	Address	Occupation	Length of Acquaintance

Particular details you may wish to give about your employment history\_\_\_\_\_

\_\_\_\_\_

Other qualifications\_\_\_\_\_

\_\_\_\_\_

State the kind of work you are qualified to handle\_\_\_\_\_

\_\_\_\_\_

If offered employment, how soon can you report to work?\_\_\_\_\_

Salary Desired\_\_\_\_\_

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“I agree that any false statement in this application shall be sufficient cause for rejection or dismissal, and authorize the corporation to investigate any of the information. I also agree that it is necessary to conform to the corporation’s rules, regulations as made known at the time of employment or at any subsequent time. It is necessary to conform to the corporation’s requirements concerning physical fitness and to permit physical examination upon request. I further agree that the rights to inventions conceived or developed by me on corporation time during the course of my employment shall be assigned to the corporation.”

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

It is the policy of the South Central Community School Corporation not to discriminate on the basis of race, creed, color, sex, religion, age, marital status, non-job related handicaps, or national origin in hiring practices.

*Thank you for choosing to apply for a position with South Central Community School Corporation. South Central Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping condition, or national origin including limited English proficiency. No person is excluded from participation in, denied benefits of, or subjected to unlawful discrimination on such basis under any employment, educational program, or student activity. In accordance with federal law, any person employed by this corporation must provide evidence that s/he is eligible to work in the United States.*

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UNION MILLS IN 46382**

Dear Applicant:

In order to be considered for employment in the South Central Community School Corporation, you must fully complete the following questionnaire and sign it.

Dr. Theodore Stevens  
Superintendent

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer? Yes No

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

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes No

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

3. Have you every resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct? Yes No

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

4. Have you ever been charged with or investigated for sexual abuse of another person? 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 duty 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 (a) ever 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” (nolo contendere), 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: (attach additional pages if necessary)

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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 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, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer of any state, local or federal agency. I further authorize those persons, agencies or entities that the South Central Community School Corporation contacts in connection with my employment application to fully provide the South Central 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 South Central Community School Corporation, its agents and officials or against any provider of such information.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant