

D. EDUCATION/TRAINING (Please Print)

	School Name	City/State	Dates Attended	Diploma/Degree
1. Last High School Attended	_____	_____	_____	_____
2. *Colleges or University	_____	_____	_____	_____
3. Business or Trade	_____	_____	_____	_____
4. Other	_____	_____	_____	_____

*If you did not receive a degree, indicate the number of college hours attained: _____

Please attach your college transcript with this application.

E. EMPLOYMENT EXPERIENCE (Please Print)

Please list experience beginning with the most recent:

	From - To	Name & Address Of Employer	Immediate Supervisor	Type of Job/ Position Held	Reason For Leaving
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

F. OTHER INFORMATION (Please Print)

Please give any additional information you think would be helpful concerning your knowledge, skills and experience related to the job for which you are applying.

G. REFERENCES (Professional/Personal) (Please Print)

	Full Name Of Reference	Position/Relationship	Address	City	State	Phone No.
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

H. FOR SUBSTITUTE TEACHER APPLICANTS ONLY (Please Print)

Note: Northeast School Corporation requires either an Indiana teaching license or a substitute teacher certificate. Substitute certificates can be obtained on the following website: license.doe.in.gov

Do you hold a valid Indiana teaching license? _____ Yes _____ No
(If yes, please attach a copy of your license)

Do you hold a valid Indiana substitute teaching certificate? _____ Yes _____ No
(If yes, please attach a copy of your certificate)

Are there any days of the week you are **not** available to substitute? If yes, what day(s) _____

If you substitute at a secondary building, is there an area of subject you are **not** comfortable substituting in?

I. FOR SECRETARIAL APPLICANTS ONLY (Please Print)

1. Do you type? _____ Words per minute _____
(yes or no)

2. Are you proficient with word processing? _____ Yes _____ No What kind of hardware? _____
What kind of software? _____

3. Are you proficient with design and management of computer files? i.e... Harmony, Skyward, _____ Yes _____ No

4. Are you proficient with the set up of spreadsheets? _____ Yes _____ No What applications? _____

5. Please list all office machines with which you have had previous experience? _____

J. FOR CUSTODIAL APPLICANTS ONLY (Please Print)

1. Have you performed custodial work before? _____ If yes where? _____
(yes or no)

2. What types of machines have you used or do you have knowledge of? _____

K. FOR TRANSPORTATION DEPT. APPLICANTS ONLY (Please Print)

- 1. Do you currently have a Class B CDL License? _____ Yes _____ No
- 2. How long have you driven a school bus _____
- 3. Do you hold the Yellow Standard Certificate _____ Yes _____ No

L. REQUEST FOR BACKGROUND INFORMATION (Please Print)

Dear Applicant:

Employment with Northeast School Corporation involves 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 Northeast School Corporation will consider the nature of the 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 an 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 or been involuntarily terminated after being disciplined by your employer or been 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. 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. Have you ever been investigated for, charged with, convicted of a felony, or placed on probation for any offense involving moral turpitude? _____ Yes _____ No. If yes, explain the circumstances on a separate sheet and attach it to this application.
4. Have you **ever** been investigated for, charged with or pleaded 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.
5. Have you **ever** been charged with any criminal or juvenile offense? Yes _____ No _____. If yes, state when the charges were filed, in what court the charges were filed, the nature of the charges that were filed, whether you pleaded guilty or were found guilty, and what penalties or fines were imposed?
6. 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.

M. AUTHORIZATION AND RELEASE

I authorize the Northeast School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "Background Investigation" possessed by any private or public employer or any local, state or federal agency. I authorize these private or public employers or local, state or federal agencies to provide the Wabash City Schools 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 verify that the information given by me in this application is true, accurate and complete. I understand that if I have given any false information on this application or if I have omitted any material fact, I may be disqualified from employment with Northeast School Corporation, or if hired, I may be discharged upon discovery of such false statement(s) or omission(s). I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment, if I am employed by the District.

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 Northeast School Corporation, its officials, employees, trustees or agents, or against any provider of such information.

I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by the school corporation, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other school corporation materials do not create any guarantee of employment and that the school corporation has the right to modify, amend, or terminate policies, practice, benefit plans, or other programs within the limits and requirements imposed by law.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET FORTH HEREIN.

Signature

Printed Name

Date