

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Application will be kept active for a period of one year from date of application.

DATE: _____

Bus Driver _____ Clerical _____ Instructional Assistant _____
 Cafeteria _____ Nurse _____ Coaching _____
 Custodian _____ Secretary _____ Substitute Teacher _____
 Maintenance _____ Other (Specify) _____

NAME: _____ SOCIAL SECURITY # _____

ADDRESS: _____ PHONE: () _____

Highest Grade Completed: ___ 9 ___ 10 ___ 11 ___ 12 College: ___ 1 ___ 2 ___ 3 ___ 4

Did you graduate from high school? ___ Yes ___ No

Special Training for Position? _____

Will you accept? _____ Part Time _____ Full Time _____ Night Work

PREVIOUS WORK EXPERIENCE		List below, beginning with most recent		
EMPLOYER	Dates		Type of Work	Reason for leaving
	From	To		
1. Name				
Address & Phone #				
2. Name				
Address & Phone #				
3. Name				
Address & Phone #				

Are you presently employed? ___ Yes ___ No

If you are presently working, may we contact your employer? _____

An affirmative answer to the following may be a bar to employment. Factors such as age, seriousness and time of the offense and the nature of the violation would be considered.

Have you ever been convicted following an arrest for anything other than traffic violations?

___ Yes ___ No

Are you a U.S. citizen or do you have the legal right to remain permanently in the U.S. Yes No

Notify in case of emergency: _____

Have you worked for this corporation before? If yes, where _____

Dates worked: _____ Reason for leaving: _____

REFERENCES:

Name Address Phone

Name Address Phone

Name Address Phone

BUS DRIVER APPLICANTS ONLY

Do you hold a Public Passenger Chauffeur's License, S endorsement? Yes No

Number of years driving? _____ Car _____ Truck _____ Bus

Are you at least 21 years of age? Yes No

Has your driver's license ever been suspended? Yes No

If yes, explain. _____

Do you hold a Commercial Driver's License (CDL)? Yes No

ALL APPLICANTS READ CAREFULLY BEFORE SIGNING:

"I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with School Corporation policy. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of the School Corporation, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Corporation or myself. I understand that no one other than the Board of School Trustees has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing."

Signature

Date

(NON-DISCRIMINATION POLICY)

It is the policy of the School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability, in its programs or employment policies, as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civit Rights Act of 1964), the Equal Pay Acot of 1973, title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

(DRUG-FREE WORKPLACE POLICY)

The Board of School Trustees reserves the right after a conditional offer of employment to require any candidate for employment to submit to a drug screening examination in order to determine the physical and/or mental capacity to perform assigned duties.

RICHLAND-BEAN BLOSSOM
COMMUNITY SCHOOL CORPORATION
600 S. EDGEWOOD DRIVE
ELLETTSVILLE, INDIANA 47429

SUPPLEMENTAL BACKGROUND INFORMATION
(Must be completed as part of the application process)

1~ Have you been discharged, resigned while you were under investigation for misconduct, or been asked to resign from a prior position?

If so, explain the circumstances including: the date and nature of any investigation; the date of your separation from employment; and, a description of the incidents and events underlying the discharge or resignation.

No_____ Yes_____ (please explain)

2~ Have you ever been convicted of a crime related to any of the following: sexual contact with another person; sexual abuse; sexual misconduct; child abuse; theft of or taking property; mishandling funds; fraud; forgery; the use, sale or possession of controlled substances or alcohol; or intoxication?

If so, explain the circumstances including: the matter for which you were investigated; a description of any underlying incidents or events; the date and nature of the investigation; the date and nature of the disposition of the investigation; and any other information which you want to provide concerning the matter.

No_____ yes_____ (please explain)

Any false or misleading information you provide on this application shall be grounds to refuse to employ you or, you having been employed, shall be immediate cause for dismissal.

Your signature below constitutes an understanding that because you have applied for employment with the Richland-Bean Blossom Community School Corporation, the school corporation may check your criminal history record under IC 5-5-5-5. Also, your signature constitutes authorization for the Richland-Bean Blossom Community School Corporation to check your employment history, including but not limited to, contacting references and obtaining investigatory information possessed by any private or public employer, or any state, local or federal agency contacted in connection with your employment application to provide the School Corporation any information on the matters covered by the employment application.

Written Signature

Printed Signature

Date