

# APPLICATION FOR EMPLOYMENT - *NON-CERTIFIED*

EAST GIBSON SCHOOL CORPORATION

941 S Franklin Street • Oakland City, Indiana 47660 • 812-749-4755

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For					Date of Application	
Last Name First Name Middle Name						
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)			Cell Phone Number		Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.*

☐ Yes ☐ No

On what date would you be available for work?

\_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift ☐ Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

☐ Yes ☐ No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## EDUCATION

	Elementary School					High School				Undergraduate College/University				Graduate Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Year Graduated																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## REFERENCES:

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?

☐ Yes ☐ No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise able to perform the duties of the job for which you are applying?

☐ Yes ☐ No

## REQUEST FOR BACKGROUND INFORMATION

Dear Applicant:

Positions with the EAST GIBSON SCHOOL CORPORATION of Indiana, 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. The questions are 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 Corporation 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, has your conduct as an employee or the quality of your work ever been 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 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 resigned from a prior position (with or without being asked) under circumstances involving your alleged sexual contact with another person, mishandling of funds, or criminal conduct?  
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 plead guilty or "no contest" to, or been convicted of any crime involving the sexual misconduct of any persons, indecency with a minor, or any other crime of moral turpitude?  
Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, explain the circumstances on a separate sheet and attach it to this application. (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 are contrary to the accepted rule or right and duty between person, including, but not limited to theft, attempted theft, murder, rape swindling and indecency with a minor.)
5. 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 public service or education program?  
Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, explain the circumstances on a separate sheet and attach it to this application.
6. Have you ever been convicted of a crime?  
Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, provide a record of such conviction and indicate the date of the charge, the action taken by the court, the offense in question, and the address of the court involved: (attach additional pages if necessary)

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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 agency. I further authorize those persons, agencies, or entities that the EAST GIBSON SCHOOL CORPORATION contacts in connection with my employment application to fully provide the EAST GIBSON 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 EAST GIBSON SCHOOL CORPORATION, its agents and officials or against any provider of such information.

I affirm that I have never been convicted or charged with and had the charges plea-bargained to a lesser offense, of any of the following offenses involving children as defined by Indiana Code:

1. Murder (IC 35-42-1-1).
  2. Causing suicide (IC 35-42-1-2).
  3. Assisting suicide (IC 35-42-1-2.5).
  4. Voluntary manslaughter (IC 35-42-1-3).
  5. Reckless homicide (IC 35-42-1-5).
  6. Battery, (IC 35-42-2-1) unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later.
  7. Aggravated battery (IC 35-42-2-1.5).
  8. Kidnapping (IC 35-42-3-2).
  9. Criminal confinement (IC 35-42-3-3).
  10. A sex offense under IC 35-42-4.
  11. Carjacking (IC 35-42-5-2).
  12. Arson, (IC 35-43-1-1) unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later.
  13. Incest (IC 35-46-1-3).
  14. Neglect of a dependent as a Class B felony, (IC 35-46-1-4 (b) (2)), unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later,
  15. Child selling (IC 35-46-1-4 (d)).
  16. Contributing to the delinquency of a minor, (IC 35-46-1-8) unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later.
  17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later.
  18. An offense relating to controlled substances under I.C. 35-48-4, unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later.
  19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten years have lapsed since discharge from probation, imprisonment, or parole, whichever is later,
  20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five years have lapsed since discharge from probation, imprisonment, or parole, whichever is later.
  21. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.
- \* An individual employed shall notify the superintendent of the East Gibson School Corporation, if during the course of the individual's employment, the individual is convicted in Indiana or another jurisdiction of an offense described in this section.

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SIGNATURE

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DATE

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PLEASE PRINT YOUR NAME

## AUTHORIZATION AND RELEASE

I authorize "East Gibson" to check my employment history, including (without limitation) reference checks, and to seek the release of investigatory information, including an "expanded criminal history" 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 "East Gibson" 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.

*In connection with any request for or provision of such information, I expressly waive 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 "East Gibson," 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. IN ADDITION, THE INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND CORRECT.

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SIGNATURE

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DATE

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PLEASE PRINT YOUR NAME

East Gibson School Corporation is an equal opportunity employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, or handicap.