

PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION

0305 S 1150 E

LaGrange, IN 46761

Telephone: 260-351-3214

Fax: 260-351-3614



CLASSIFIED EMPLOYMENT APPLICATION

Personal Data:

Date: _____

Name: _____
(Maiden Name)

Address: _____

Home Telephone: (____) _____ Work Telephone: (____) _____



Position for which you are applying: _____

Number of college credit hours you have: _____ **(Copy of transcript required)**

Are you a certified teacher? _____



EMPLOYMENT HISTORY: List past employment beginning with the most recent.

Company: _____ Address & Phone: _____ Position: _____ Dates: _____

Summarize special skills and qualifications acquired from employment or other experiences:

If you have had experience working with children, indicate where, length of time, etc.:

REFERENCES: (No relatives)

Please list names, addresses and phone numbers of at least three persons who can attest to your character, effectiveness, and professional ability as they relate to the position you are applying.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____



The following information is required only if employed:

Social Security Number: _____ Date of Birth _____ Sex _____
Marital Status _____



It is the policy of the Prairie Heights Community School Corporation not to discriminate on the basis of race, creed, color, sex, religion, national origin, handicap or age.

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INSERT TO EMPLOYMENT APPLICATION

Request for Background Information:

Dear Applicant,

Jobs with the Prairie Heights Community School Corporation 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. This insert is part of the application itself and any misrepresentation or omission of facts 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 district will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your interviewing 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 any investigation by your current employer? Yes _____ No _____ If yes, explain the circumstances on the reverse side of this sheet.
2. Have you ever 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 the reverse side of this sheet.
3. 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? If yes, explain the circumstances on the reverse side of this sheet.
4. Have you ever been charged with a crime listed in number 3 (above) 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 the reverse side of this sheet.
5. Have you ever been convicted of a crime other than a minor traffic offense or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any such crime? Yes _____ No _____



AUTHORIZATION AND RELEASE

I authorize the school district to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees or local, state, or federal agencies to provide the school district any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

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 school district, its officials, employees, trustees, or agents 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.

Signature: _____ Date: _____

Social Security Number: _____ Date of birth: _____ (Used for request of Criminal History Information)