



CLASSIFIED EMPLOYEE APPLICATION

West Clark Community Schools does not discriminate in hiring or employment on the basis of age, race, color, gender, handicap, religion or national origin. No question on this form is intended to secure information to be used for such discrimination. An official transcript and license must also be on file to be an active applicant.

Date: _____ **E-Mail:** _____

Please choose all that apply:

Instructional Asst.
Operations
Food Service

Clerical:
Transportation:
Other:

IT:
Health Services:

Employment Application

Applicant Information

First Name: _____ MI: ____ Last Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ Date of Birth: _____ Gender: ____

Social Security Number: _____ Ethnicity: _____

Are you a Citizen of the United States? Yes No

If No, Are you authorized to work in the U.S.? Yes No

Have you ever worked for WCCS? Yes No If Yes, when? _____

Have you ever been convicted of a Felony? Yes No

If Yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Should this application be treated as confidential with regard to your present employer? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Should this application be treated as confidential with regard to your present employer? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Should this application be treated as confidential with regard to your present employer? YES NO

Area Preference

A. Clerical / Office Applicants:

Do you use Word Processing Software? YES NO W.P.M. _____

Other Computer Application skills: _____

Office Machines/equipment you can operate: _____

B. Paraprofessional Applicants:

Have you passed the Parapro Test? YES NO Do you have CAN certification? YES NO

Date Taken: _____ Score: _____ Reason for Leaving: _____

Experience have you had working with children? _____

Experience working with handicapped people? _____

C. School Nurse Applicants:

License Held: _____ License Number: _____ Exp Date: _____

Experience in the Nursing Profession? _____

Experience working with children? _____

D. Maintenance-Custodial Applicants:

Have you worked a Trade? YES NO If so, what? _____

What machinery or equipment can you operate: _____

Do you have training or experience in?

Plumbing <input type="checkbox"/>	Electrical: <input type="checkbox"/>	Mechanical: <input type="checkbox"/>
Maintenance <input type="checkbox"/>	Carpentry: <input type="checkbox"/>	Other: <input type="checkbox"/>

Explain: _____

Do you have a valid driver's license? YES NO License number _____

Do you presently have violation points? YES NO If so, how many? _____

E. Food Service Applicants:

Experience in commercial or institutional food service: _____

Experience in supervision and/or working with children: _____

F. Transportation Applicants:

Have you ever driven a bus? YES NO If so, what type and capacity: _____

Have you ever worked for a School System? YES NO Name: _____

Would you be willing to drive extra school sponsored trips? YES NO Do you have a valid Commercial Driver's License? YES NO

Does your CDL have a "P" endorsement? YES NO

Does your CDL have an "S" designation? YES NO

Have you ever taken the DOT Drug/alcohol test? YES NO If yes, date: _____

Have you ever tested positive on a DOT Drug/alcohol test? YES NO

Employment with West Clark Community Schools

Jobs with West Clark Community Schools 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 intervening conduct and the relationship between the offenses 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: _____

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: _____

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? YES NO

If yes, explain the circumstances: _____

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 for any such crime? YES NO

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

Disclaimer – Criminal History Search and Signature

As of July 1, 2009, Indiana Code 20-26-5-10 requires all *new* employees in school corporations, charter schools, and accredited non-public schools to submit to an "expanded criminal history check". This expanded search will include local, state and out of state records, including sex offender registries.

The applicant/employee is responsible for *all costs* associated with obtaining the expanded criminal history. The cost will be a minimum of **\$29.00**. Upon hiring, you will give your information and payment (**in form of money-order or cashier's check only**) made payable to **"Backgroundchecks.com"**. The administrative assistant will then complete the process for you.

The background check takes approximately 3-5 days. You will then be notified by your immediate supervisor regarding your first date of employment.

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 manor 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, 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. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____