



APPLICATION FOR EMPLOYMENT

South Montgomery Community School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, including limited English proficiency, military service, age or disability in its educational programs, activities or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973) and the Americans with Disabilities Act (42 USCS § 12101, et. seq.). Inquiries regarding compliance by the SMCS with Title IX and other civil rights laws may be directed to the Superintendent or his designee at PO Box 8, New Market, Indiana, 47965 or by telephone at 765-866-0203.

Position Desired: _____

I. Personal Information

(a) Name: (Mr., Mrs., Miss) _____
Last
First
Middle

(b) Present Address: _____
Street
City
State
Zip

(d) Telephone Number: (____) ____ - ____ (e) Cell Phone Number (if different): (____) ____ - ____

(f) Email Address: _____

(g) Have you ever been employed by South Montgomery Community Schools? ___ Yes ___ No
 If yes, please explain: _____

(g) When could you begin work at SMCS? _____

II. EDUCATIONAL AND PROFESSIONAL TRAINING

School/Institution	Course	Degree/Diploma	Dates Attended	Number of Credits
High School				
College				
Graduate Work				
Special				

III. WORK EXPERIENCE

Employer & Location	Work Performed	Dates of Employment	Reason for Leaving

IV. REFERENCES

Name	Address	Phone	Position/Relationship

IV. SUPPLEMENTAL BACKGROUND INFORMATION

(a) A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with SMCS. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions, LLC, PO Box 295, Danville, IN, 46122, 888-215-8296.

By signing this application, I, _____, hereby voluntarily authorize South Montgomery School Corporation to obtain either a consumer or an investigative consumer report about me from a consumer agency and to consider this information when making decisions regarding my employment and/or continued employment with SMCS. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

Social Security Number: _____ - _____ - _____ Date of Birth (MM/DD/YYYY): ____/____/____

Driver's License Number: _____ Driver's License State: _____

Other names I have been known by: _____

Previous Addresses (last 7 years): _____

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.

(b) Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation because of misconduct to your previous employer?
 Yes No

(c) Have you ever been reprimanded, disciplined, discharged for misconduct, or asked to resign for misconduct from a prior position?
 Yes No

(d) Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of your mishandling of funds, or of your criminal conduct?
 Yes No

(e) Have you ever been charged with or investigated for sexual abuse, physical abuse, or neglect of another person?
 Yes No

(f) Have you ever been charged with, pleaded guilty or “no contest” (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime or moral turpitude? (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 murder, rape, swindling, and indecency with a minor)
 Yes No

(g) Have you (1) ever been convicted of a crime, other than a minor traffic offense, or (2) entered a plea of guilty or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?
 Yes No

If you have answered yes to any one of the previous questions, please provide, in detail, in a confidential letter of explanation, the date of charge, the entity having jurisdiction, the court action, the charged offense in question, and the address of the court or entity involved (attached with this document). Conviction of a crime or prior discharge for misconduct is not an automatic bar to employment. The district will consider the nature of the offense, and the relationship between the offense and the position for which you are applying.

V. VERIFICATION OF ELIGIBILITY FOR STATE OR LOCAL PUBLIC BENEFIT (required by IC 12-31-1)

I, _____ (printed name), am a United States citizen or qualified alien (as defined under 8 U.S.C. 1641) OR _____ (printed name), is a United States citizen or qualified alien (as defined under 8 U.S.C. 1641). I hereby verify under the penalty of perjury that the foregoing statement is true.

IF YOU ARE APPLYING FOR A CLASSIFIED POSITION (SUPPORT, CLERICAL, TEACHER’S AIDE, KITCHEN, CUSTODIAL), PLEASE READ AND SIGN THE APPLICATION BELOW.

PLEASE READ THE FOLLOWING VERY CAREFULLY AND SIGN BELOW.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ, or, having been employed, shall be immediate cause for termination. 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 private or public employer or any state, local, or federal agency. I further authorize those persons, agencies or entities that the contacts in connection with my employment application to fully provide the South Montgomery Community 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 South Montgomery Community School Corporation, its employee agents and officials or against any provider of such information.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

IF YOU ARE APPLYING FOR A CERTIFIED POSITION (TEACHING OR ADMINISTRATION), CONTINUE ON WITH THE APPLICATION.

V. TEACHING EXPERIENCE

School/Institution	Grade/Subject	Dates of Employment	No. of Months	Reason for Leaving

VI. CERTIFICATION

Certificate #	Expiration	Subjects/Grades Authorized	Issuing State	Endorsements

VII. EXTRA-CURRICULAR INTERESTS

Please indicate any of the following you are capable of and willing to direct or coach successfully.

Activity	Participated	Can Direct	Activity	Participated	Can Direct
Athletic Trainer			Golf		
Band			Orchestra		
Baseball			Publications		
Basketball			Soccer		
Cheerleading			Softball		
Choir			Swimming		
Dance Team			Tennis		
Debate			Track		
Dept. Clubs			Volleyball		
Drama			Wrestling		
Football			Other:		

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SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

FOR SMCSC USE ONLY

Interviewer	Date	Comments

Reference	Date Contacted	Initialed

DISPOSITION OF APPLICATION

- I. APPLICANT INTERVIEWED ON:** _____

- II. APPLICANT RECOMMENDED BY:** _____ **ON** _____

- III. APPLICANT HIRED FOR:** _____ **ON** _____

- IV. APPLICANT NOT HIRED**