

Shoals Community School Corporation
11741 Ironton Road
Shoals, Indiana 47581
Phone: 812-247-2060
<http://shoals.k12.in.us>

Certified Job Application

You may apply for a teaching or administrative position with Shoals Community School Corporation by submitting the following information:

1. A brief cover letter introducing yourself
2. A resume which includes at a minimum:
 - Name
 - Address
 - Telephone number
 - E-mail address
 - Position desired
 - Subjects or areas in which you are licensed
 - Educational background
 - Professional experience
 - Other work experience
 - References
3. A concise statement of your professional goals and abilities
4. A copy of your current certificate(s) or evidence of eligibility for certificate
5. A copy of your college transcript(s)
6. Completed Background Information Statement and Release of Claims (attached)

You will be notified if an interview is desired in anticipation of a job opening. Thank you for your interest in Shoals Community School Corporation.

You will be required to complete an Expanded Criminal History Check before you can be approved for employment by the Shoals Community School Corporation. Instructions are attached.

It shall be the policy of the Shoals Community School Corporation to select for employment the best qualified person for each position. Employment will be without regard to race, color, creed, sex, age, handicap, or national origin.

For further information, clarification, or complaint, please contact Candace Roush, Superintendent, Shoals Community School Corporation, 11741 Ironton Road, Shoals IN 47581. Telephone (812)247-2060.

Sincerely,

Candace Roush,
Superintendent

**ADDENDUM TO EMPLOYMENT APPLICATION
REQUEST FOR BACKGROUND INFORMATION**

Dear Applicant,

Jobs with the Shoals Community 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 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 a separate sheet and attach it to this application.

3. Have you ever 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 person, indecency with a minor, or any other crime involving the sexual misconduct of any person, 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 is contrary to the accepted rule of right and duty between persons, 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 an 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.

7. If you have been charged with a crime, please indicate the date of the charge, the court action, the offense in question, and the address of the court involved. (attach additional pages if necessary)

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 Shoals Community School Corporation contacts in connection with my employment application to fully provide the Shoals 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 the Shoals Community 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: rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, incest, child selling, child seduction or sexual battery.

Signature

Date

Date of Birth
(For use in criminal history checks only)

Social Security Number
(For use in criminal history checks only)

Expanded Criminal History Check (EHC)

House Education Act 1462 – Criminal History Checks: Section 8 of this Act amends I.C. 20-26-5-10 to require the school corporation's policy on criminal history information to include an expanded criminal history check on all new employees, hired after July 1, 2009 whose employment will likely require them to have ongoing, direct contact with children. The requirement applies to both certified and non-certified employees. Individuals serving as a volunteer must also complete an expanded criminal history check.

Shoals Community School Corporation will be using Safe Hiring Solutions Company to obtain the EHC. The current base cost for the EHC for an employee is \$28 and is to be paid by the candidate for employment. Additional fees can apply if you have lived in a state or county in which an extra fee is applied. Your EHC must be on file in the central office before you can be approved as an employee or volunteer. The EHC must be completed and paid by credit or debit card online by following the instructions below:

1. Contact Andrea Qualkenbush, Corporation Secretary in the Superintendent's Office by phone at 812-247-2060 ext. 700 or by email at qualkena@shoals.k12.in.us.
2. You will be provided an internet link to access the website of Safe Hiring Solutions.
3. You will need to access the Safe Hiring Solutions website and complete a request for your Expanded Criminal History Background Check.
4. Provide your first name, last name, and email address to login to the system and begin your expanded criminal history check.
5. At the top of the second page of the online application, you will need to choose from the drop down menu, **employee or volunteer**. Your choice will prompt the system to provide you with the right questions and billing information. You should not choose **volunteer** unless you are sure the school corporation should be responsible for the cost of your EHC. The corporation will only cover the cost of EHC for individuals serving as a volunteer with the school corporation. If you are not sure if you should choose employee or volunteer please contact Andrea Qualkenbush for clarification before you proceed.
6. Follow the instructions on each page and provide the required information as requested.
7. Your EHC Report will be sent electronically to the Shoals Community School Corporation. The report should be received approximately one (1) week after completing the online application.