

Shoals Community School Corporation

11741 Ironton Road

Shoals, Indiana 47581

Phone: 812-247-2060

<http://shoals.k12.in.us>

NON-CERTIFIED JOB APPLICATION

PERSONAL HISTORY:

Name _____

Street Address _____

City/State/Zip _____

Telephone _____

(Please list all numbers where we can reach you)

E-Mail Address _____

Are you presently employed? ___ Yes ___ No Where? _____

If not employed, why did you leave your last position? _____

EDUCATIONAL STATUS:

Please circle the highest grade completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5

Do you have a high school diploma or GED? Yes or No Which one? _____

High School: _____

Name/Location

Years Attended (from/until)

College: _____

Name/Location

Years Attended (from/until)

Other Training: _____

Name/Location

Years Attended (from/until)

PREVIOUS EMPLOYMENT:

Please complete a record of your past five employers. List the most recent first.

| From | To | Name of Employer | Location | Telephone # | Your Position |
|------|----|------------------|----------|-------------|---------------|
| | | | | | |
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| | | | | | |
| | | | | | |

Please explain the reason for leaving each employer. Begin with the most recent first.

1. _____
2. _____
3. _____
4. _____

Please list personal references who can attest to your professionalism. We may also ask about human relations skills, reactions under stress, and your ability to get things done. Do not list relatives.

| NAME | ADDRESS | TELEPHONE |
|----------|---------|-----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Why are you interested in Shoals Community School Corporation as your place of employment?

BACKGROUND INFORMATION STATEMENT AND RELEASE OF CLAIMS

Read this entire document carefully and do not sign it unless you understand and agree to each of its provisions.

GENERAL INFORMATION: Employment with the Shoals Community School Corporation requires continued compliance with established standards of conduct. These standards are based upon the School Corporation's duty to protect its students and employees and provide an example of acceptable adult behavior for its students.

The information provided in this statement is an important part of your application for employment. Any material omission in it will disqualify you from further consideration for employment or termination if you are employed.

Arrests, criminal charges and convictions will be considered based upon established administrative guidelines and qualification standards and essential functions of the position applied for. A copy of the administrative guidelines on the use of this information is available to you upon request. An affirmative answer to a question in this background statement will not be an automatic bar to employment.

If you have any doubt about whether a particular incident or circumstances should be fully disclosed in this statement, you should error in favor of disclosing and explaining the circumstance.

PRE-EMPLOYMENT QUESTIONS: Please answer each of the following questions completely and accurately. Attach and label separate sheets of paper necessary to answer each question.

Has your conduct ever been subject of an investigation into a violation of state or federal law?

No Yes. If yes, please explain fully and provide names of persons involved, dates and the status of any matter.

For the purpose of these questions, "state and federal law" includes laws prohibiting violation of civil rights, discrimination based on gender, race, disability, religion, or national origin and harassment based on these characteristics.

Have you ever been arrested for, charged with, indicted for or convicted of a crime? No Yes.

If yes, please provide the following for each incident on a separate sheet: What was alleged? By whom? Who investigated? What was the result of the investigation?

Has there ever been a finding by a court or administrative agency that you have violated a state or federal civil rights law in the course of employment? No Yes. If yes, please describe each situation fully on a separate sheet.

I AFFIRM UNDER PENALTY OF PERJURY THAT INFORMATION PROVIDED BY ME IN RESPONSE TO THESE PRE-EMPLOYMENT QUESTIONS IS TRUE AND COMPLETE.

Signature

Date

AUTHORIZATION TO OBTAIN INFORMATION: In exchange for the consideration of my application for employment by the Shoals Community School Corporation, I authorize the Superintendent of the School Corporation or his/her designee to investigate my background and employment history including but not limited to inquiring as to my performance on prior jobs, reference checks and obtaining limited criminal history and driving history information.

I authorize my former employers, supervisors, my references and local, state and federal law enforcement agencies to cooperate in providing this information. I also agree to cooperate fully as necessary to obtain this information.

Signature

Date

WAIVER OF CLAIMS: In consideration for the review of my application for employment by the Shoals Community School Corporation, I acknowledge the legitimate business need for the Shoals Community School Corporation to fully investigate my background and employment history. I also acknowledge the importance of the full and truthful participation of those persons having information about my background and employment history in this process.

I therefore release the Shoals Community School Corporation and those providing truthful information in this process, as well as their agents, officers, attorneys, and employees in their official and individual capacities, from any and all claims, demands, liabilities and causes of actions included but not limited to a claim for defamation, slander, libel, and invasion of privacy except to the extent that they have intentionally provided false information or represented un-investigated information as verified.

THIS DOCUMENT CONTAINS A WAIVER OF CERTAIN TYPES OF CLAIMS THAT MAY NOW EXIST OR MAY LATER ARISE AGAINST PERSONS AND ORGANIZATIONS INVOLVED IN THE INVESTIGATION OF YOUR BACKGROUND. DO NOT SIGN THIS DOCUMENT IF YOU DO NOT UNDERSTAND IT OR DO NOT MEAN TO AGREE TO IT IN ALL RESPECTS.

Signature

Date

It is the policy of the Shoals Community School Corporation not to discriminate on the basis of age, race, color, religion, national origin, sex, or handicaps.

I hereby affirm that the statements made in this application are true to the best of my knowledge and belief. I understand that future employment may be terminated if I willfully misrepresent information submitted.

Signature

Date

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.

The following Board policy has been attached for your information.

Board Policy 6460 – Corporal Punishment

It is recommended that corporal punishment shall be used only as a last resort after all other corrective means have been used without success. The classroom teacher's judgment shall determine the appropriate form of correction employed within this policy.

No corporal punishment may be administered without consultation with the principal or his/her designated agent, nor may any corporal punishment be administered without some other staff member acting as a witness.

A staff member may, however, use force against a pupil without advanced notice to the principal when it is essential for self-defense, for preservation of order, or for protection of other persons or the property of the Shoals Community School Corporation. Such action taken under these circumstances shall be reported to the principal.

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.