



ADMINISTRATIVE 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. Applications will be kept on file for 2 years.

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

Position Applying for: Elementary Middle School High School

License Information:

Serial #: _____ State: _____ Expiration Date: _____

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: _____

YES NO

May we contact your previous supervisor for a reference?

YES NO

Should this application be treated as confidential with regard to your present employer?

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
YES NO

Should this application be treated as confidential with regard to your present employer?

Service

Community Involvement:

List community organizations in which you have been involved and leadership positions you held in these organizations.

Organizations: _____

Professional Involvement:

List professional organizations in which you have been involved and leadership positions you held in these organizations.

Organizations: _____

Application Questions: (please feel free to attach additional pages)

List the strengths, talents, and skills you possess as a successful Administrator.

Briefly identify your three most significant professional accomplishments (include appropriate dates).

What are your sources for educational practice, change, and innovation?

In what area(s) do you feel most qualified to serve as an Administrator?

Indicate your beliefs about public schools, and what you would contribute to students if you were hired here.

Beliefs - Contributions: _____

Please write a short statement listing any unique qualifications, which may distinguish you from other candidates.

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: _____