



**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. \_\_\_\_\_ Clerical: \_\_\_\_\_ IT: \_\_\_\_\_  
Operations \_\_\_\_\_ Transportation: \_\_\_\_\_ Health Services: \_\_\_\_\_  
Food Service \_\_\_\_\_ Other: \_\_\_\_\_

**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 \_\_\_\_\_ Electrical: \_\_\_\_\_ Mechanical: \_\_\_\_\_  
Maintenance \_\_\_\_\_ Carpentry: \_\_\_\_\_ Other: \_\_\_\_\_

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: \_\_\_\_\_