

RISING SUN-OHIO COUNTY COMMUNITY SCHOOL CORPORATION

110 Henrietta Street
Rising Sun, Indiana 47040
(812) 438-2655

EMPLOYMENT APPLICATION FOR CLASSIFIED PERSONNEL

Date of Application: _____

Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Work Phone: _____

Cell Phone Number: _____

Position(s) applied for:

- ____ Secretary
- ____ Bus Driver*
- ____ Cafeteria
- ____ Custodian
- ____ Maintenance
- ____ Technology Resource Person
- ____ Other (list) _____

*To be completed by bus driver applicants
 Type of Indiana Drivers License you now hold.
 (check one)
 ____ Operator
 ____ Commercial Driver's License
 Do you hold a valid Indiana State
 School Bus (Yellow) Card?
 ____ Yes ____ No

Did you graduate from high school? ____ Yes ____ No

High School attended:

Name of School	Location	Dates Attended

Post Secondary/Vocational School	Location	Dates Attended	Degree(s)

Other: Please list degrees, program completions, certificates or honor earned.

List skills or training which qualify you for the position:

Briefly describe any work or volunteer service or experience which could be of special value to you as an employee: (e.g., Subject related job, playground or camp leader, Sunday School teacher, etc.) Include dates and places.

Most recent employers:

Name of employer	Type of work	Dates of employment	Reason for leaving
1.			
2.			
3.			
4.			

References:

Name	Position	Address	Phone No.
1.			
2.			
3.			

EMPLOYMENT STATEMENT

I hereby acknowledge by this application for employment with the Rising Sun-Ohio County Community School Corporation that I agree to accept employment under the following conditions:

- _____ 1. My employment with the Rising Sun-Ohio County Community School Corporation is strictly at will terminable by either the Rising Sun-Ohio County Community School Corporation or me at any time.
- _____ 2. I will use discretion before divulging information concerning the rights and privacy of the staff and students with whom I am associated.
- _____ 3. I will not become a regular employee until after a period of probation of thirty (30) days on one job.
- _____ 4. I have read and understand the job description for this position at Rising Sun-Ohio County Community School Corporation.

I have read and initialed these conditions and accept them as conditions of employment.

Signature: _____

Date: _____

CRIMINAL RECORD

The conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

- 1. Have you ever been convicted of a felony? Yes No
- 2. Is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? Yes No
- 3. 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
- 4. Have you ever been terminated from a position for cause? Yes No
- 5. 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
- 6. 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 a public service or education program? Yes No
- 7. Have you ever pled guilty or been found guilty of any crime other than a minor traffic offense?
_____ Yes _____ No

If the answer is yes to any of the above questions attach a written explanation and provide court records

AUTHORIZATION AND RELEASE

I certify that the information and documentation contained in my application is true and accurate to the best of my knowledge and belief. Failure to disclose criminal conduct may be reason for revoking a job offer or immediate termination.

Signature _____

Date _____

The Rising Sun-Ohio County Community School Corporation assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or disability, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of its facilities.

Inquiries regarding compliance with Title IX, Section 504, the Americans with Disabilities Act, or the Federal Family and Medical Leave Act should be directed to Stephen Patz, Superintendent of the Rising Sun-Ohio County Community School Corporation, Henrietta street, Rising Sun, Indiana 47040. The telephone number is (812) 438-2655, or to the Office of Civil Rights, Washington, D.C.