

**EMINENCE COMMUNITY SCHOOL CORPORATION**  
**P. O. BOX 105, STATE ROAD 42 NORTH**  
**EMINENCE, IN 46125**  
**APPLICATION FOR EMPLOYMENT – CERTIFIED STAFF**

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**PERSONAL DATA**

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Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Social Security # \_\_\_\_\_

City \_\_\_\_\_ Teacher Retirement # \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Position(s) you desire, in order of preference: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Is there any reason, you would be unable to perform tasks associated with this job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Can you meet the attendance requirements of this school corporation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

Referred By \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If Yes, When? \_\_\_\_\_

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**LICENSE INFORMATION**

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NOTE: At the time of interview, one of the following, as appropriate for the position(s) you desire must be presented: (1) a copy of current valid Indiana certification (2) a statement from Indiana Department of Education that you are eligible for certification (3) a statement from the certification advisor of your Indiana college or university specifying that you will be recommended by that advisor for certification. Candidates who have attended out-of-state teacher training institutions should have credentials evaluated by: Licensing Division, Indiana Department of Education, State House, Indianapolis, Indiana 46204.

Do you have a valid Indiana State Teacher License? \_\_\_\_\_ If no, have you made application for one? \_\_\_\_\_

Do you have a valid Out of State Teacher License? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

License Number \_\_\_\_\_ Type of license \_\_\_\_\_  
(i.e. Elem/Sec/All Grade, etc.)

Have you passed the National Teacher Exam? \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

Subject Endorsement(s) \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

## EMPLOYMENT HISTORY

Begin with the most recent employer. Attach additional sheets if needed.

Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Employment Month/Year \_\_\_\_\_ to Month/Year \_\_\_\_\_

Describe the work you did \_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Employment Month/Year \_\_\_\_\_ to Month/Year \_\_\_\_\_

Describe the work you did \_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Employment Month/Year \_\_\_\_\_ to Month/Year \_\_\_\_\_

Describe the work you did \_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

**PLACEMENT FILE**

A placement File is available from \_\_\_\_\_ (college/university).  
The file number is: \_\_\_\_\_ I hereby grant permission to obtain a copy of this file for the  
confidential use of this prospective employer.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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**MILITARY EXPERIENCE**

Branch of Service: \_\_\_\_\_ Rank: \_\_\_\_\_

Date of beginning of active service: \_\_\_\_\_ Date of separation: \_\_\_\_\_

Number of months of active duty: \_\_\_\_\_

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**REFERENCES**

List individuals who can speak with authority of your preparation and experience which you believe will help  
qualify you for the position you desire:

NAME	MAILING ADDRESS	TELEPHONE	OCCUPATION

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**OTHER INFORMATION**

- (1) Please circle the below activities, that you may be interested in sponsoring or coaching:  
Basketball (girls/boys) Baseball Cross Country Track Softball Volleyball Class sponsor  
Cheerleading Other \_\_\_\_\_
  - (2) Describe experiences, if you have circled any item above  
\_\_\_\_\_
  - (3) List languages you speak fluently: \_\_\_\_\_
  - (4) List any special hobbies or personal interests: \_\_\_\_\_
  - (5) If applicable, why do you desire to leave your present position, or why did you leave your last position?  
\_\_\_\_\_
  - (6) Have you ever been involuntarily terminated from the employment of another school district?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list school district, date, and reasons for termination: \_\_\_\_\_
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## REQUEST FOR BACKGROUND INFORMATION

Employment with Eminence Community School Corporation involves contact with our student population. Please complete the following questions to help evaluate your suitability to work with these young people. All applicants for employment are expected to provide us with this information. You are not being singled out for closer inspection. Any misrepresentation or omission of facts may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you on this application is not an automatic barrier of 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, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? If yes, explain the circumstances on page six (6) or on a separate sheet and attach it to this application.

Yes \_\_\_\_\_ No \_\_\_\_\_

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? If yes, explain the circumstances on page six (6) or on a separate sheet and attach it to this application.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever been investigated for, charged with, or plead guilty or no contest to any crime involving the sexual abuse of any person or indecency with a minor? If yes, explain the circumstances on page six (6) or on separate sheet and attach it to this application.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you ever been convicted of a crime other than a minor traffic offense and found guilty by a judge or jury? If yes, please describe on page six (6) or on a separate sheet of paper the nature of the offense, the name of the court entering the conviction, the date of the incident giving rise to the conviction and any other information concerning the circumstances you consider relevant.

Yes \_\_\_\_\_ No \_\_\_\_\_

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 guilty and placed you on probation or in a public service or education program? If yes, explain the circumstances on page six (6) or on a separate sheet and attach it to this application.

Yes \_\_\_\_\_ No \_\_\_\_\_



NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with Eminence Community Schools. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Eminence Community Schools. You have the right, upon written request made with a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC. PO Box 295, Danville, IN 46122, 888-215-8296.

AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize Eminence Community Schools to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at Eminence Community Schools. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

\_\_\_\_\_  
Print Name (last, first, middle) Social Security Number

\_\_\_\_\_  
Date of Birth(mm/dd/yyyy) Drivers License Number Drivers License State  
(For ID Purposes Only)

Any other names I have been known by: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address (Last 7 Years): \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.