

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

PERSONAL DATA

Name _____ Date _____

Address _____ Social Security # _____

City _____ State _____ Zip Code _____

Home Phone _____ Message Phone _____

Position(s) Applying For _____

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? _____

EDUCATION RECORD

High School _____ Dates Attended _____

Address _____ Diploma Received _____

College _____ Dates Attended _____

Address _____ Degree or Diploma _____

Trade/Technical Training _____ Dates Attended _____

Address _____ Degree or Diploma _____

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 _____

REFERENCES

List three professional references that are familiar with the quality of your work, have worked with you, and have known you at least two years.

Reference _____ Relationship _____

Work Phone _____ Home Phone _____

Address _____

City _____ State _____ Zip Code _____

Reference _____ Relationship _____

Work Phone _____ Home Phone _____

Address _____

City _____ State _____ Zip Code _____

Reference _____ Relationship _____

Work Phone _____ Home Phone _____

Address _____

City _____ State _____ Zip Code _____

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 and explain: _____

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 seven (7) 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 _____

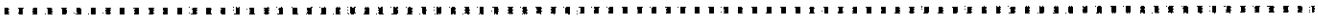
APPLICANT: DO NOT WRITE ON THIS PAGE

Interviewer's Name _____ Interview Date _____

Interviewer's Title _____

Comments:

References Checked (names/comments):



Interviewer's Name _____ Interview Date _____

Interviewer's Title _____

Comments:

References Checked (names/comments):
