

LANESVILLE COMMUNITY SCHOOL CORPORATION

Phone Number 812-952-2555 or 812-952-3000

Fax Number 812-952-3762

(SUPPORT STAFF APPLICATION FOR EMPLOYMENT)

IDENTIFYING INFORMATION

Name: _____

Mailing Address: _____

Date of Birth _____

Phone Numbers: 1. _____ 2. _____

POSITIONS (S) OF INTEREST TO YOU (CHECK ALL THAT APPLY)

HOURS: Part-Time Full-Time Either Part-Time or Full-Time

- Instructional Assistant:** works directly with students, assisting with learning activities at the direction of a teacher, supervising recess or mealtimes. Some students may have a disability to the extent that assistance is necessary with bathroom functions and/ or the student may become somewhat physically demonstrative. Good interpersonal skills and ability to react well under stress.
- Custodian:** performs light custodial and maintenance tasks. Must be able to lift 50 pounds and climb a ladder up to 20 feet. Ability to work independently, schedule tasks, be thorough. 1st, 2nd and 3rd shifts.
- Secretary/Clerical:** use of word processing, database, spreadsheet functions, use of software for student management system, good telephone and receptionist skills, ability to react well under stress.
- Food Service:** cooks and serves food. Must be able to lift 50 pounds. Good reaction skills under stress.
- Bus Driver:** qualify for Commercial Driver's License, possess good interpersonal skills, have the ability to react well under stress.
- Coach:** varied duties connected with the organization of time and tasks, teaching skills (possession of a solid knowledge of the sport), the ability to react positively under stress, excellent interpersonal skills, and a passion to coach. Rates to pay vary with assignment.
- Substitute Teacher:** fills in for regular teacher on a day to day basis, follow plans and/or create learning situations, ability to react well under stress, excellent interpersonal skills.

Are you capable of performing in a reasonable manner the activities involved in the position(s) for which you have indicated interest? Yes No

CRIMINAL HISTORY INFORMATION

In order to be considered for employment in Lanesville Community Schools, you must fully complete the following questionnaire and sign it.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?
Yes _____ No _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
Yes _____ No _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation or your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty?
Yes _____ No _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

4. Have you ever been charged with or investigated for sexual abuse of another person?
Yes _____ No _____

5. Have you ever pleaded guilty or "no contest" (nolo contendere) to or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?
Yes _____ No _____
(moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons including but not limited to, indecency with a minor, theft, attempted theft, murder, rape and swindling.)

6. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings with entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?
Yes _____ No _____

7. If you answered yes to questions 4, 5 or 6, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved: (attach additional pages if necessary)

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.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediated cause for dismissal.

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by an private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities that the Lanesville Community School Corporation contacts in connection with my employment application to fully provide the Lanesville Community School Corporation any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Lanesville Community School Corporation, its agents and officials or against any provider of such information.

Signature of Applicant

Date

PERSONAL EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING

Reference: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHO YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS AND PHONE NUMBER	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

RELEASE AUTHORIZATION

I, hereby affix my signature, and release from liability any person authorized to give or receive any information related to my job performance/employment history, including all data and information given in my application for employment, related papers, or oral interviews.

I, therefore, hereby grant authorization to Lanesville Community School Corporation to request at any time prior to or during my employment:

1. any and all materials and information pertaining to my employment from any of my present or former employers, supervisors or coworkers.
2. verification of credentials from all educational institutions I have attended;
3. any and all materials and information pertaining to any convictions for offense against the law including motor vehicle records if applicable to the duties of a job for which I am being considered;
4. from any and all references I have listed, any and all information pertaining to my job performance/employment history as these are related to my ability to perform the duties of a job for which I am being considered.

I hereby further authorize:

1. My present and any former employer to release any and all information (written or oral) pertaining to employment with that employer to Personnel Services, Lanesville Community School Corporation;
2. Any an all educational institutions I have attended to release my credentials upon request, to Personnel Services, Lanesville Community School Corporation;
3. Local and state police and state motor vehicle departments to research their records and to release any and all information pertaining to convictions and charges pending against me;
4. Any and all persons listed by me as references to release any and all information pertaining to my job performance/employment history as these relate to my ability to perform the duties of a job for which I am being considered.

Signature of Applicant

Date

DISCRIMINATION POLICY

It is the policy of the Board of Trustees that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore whether full-time or part-time under any educational program or activity operated by the district.