

APPLICATION FOR EMPLOYMENT



MADISON AREA EDUCATIONAL SPECIAL SERVICES UNIT
 702 Elm Street, Madison, IN 47250
 812-265-3448

PERSONAL

Date of Application	Position Interest (s)	Work Phone	Home Phone
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Name	Last	First	Middle	Maiden	Physical Limitations
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Address	Street	City	State	Zip	Days Lost Last Five Years and Reason
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Social Security Number (The social security number is requested on this form for identification purposes only. By law, an applicant has the right to refuse to provide their number.)

Email Address: _____

Referred By _____ Position _____

Previously Applied for Employment No _____ Yes _____ Date _____

EDUCATION

Name of School	Location	Course Of Study	Years Attended	Graduate		Degree	Date Graduated/Left
				Yes	No		
High School							

College Or University _____

Business or Correspondence _____

CERTIFICATION/LICENSING (This section to be completed by teaching personnel only)

Certificates Or Licenses Held

Type	State	Date Issued

Before final consideration for employment, the candidate for certified positions must evidence on file in the personnel office a completed resume, transcript of college credits, personal references and evidence of eligibility for certification. Applications for substitute teaching require a copy of the teaching certificate and/or an official transcript.

EMPLOYMENT RECORD (List last or present employer first. If additional space is required, please attach.)

1. Employers Name _____
Address _____ Telephone Number _____
Dates of Employment From _____ To _____ Salary _____
Position Title _____
Position Duties and Responsibilities _____

Immediate Supervisor _____ May We Contact? Yes No
Reason for Leaving _____

2. Employers Name _____
Address _____ Telephone Number _____
Dates of Employment From _____ To _____ Salary _____
Position Title _____
Position Duties and Responsibilities _____

Immediate Supervisor _____ May We Contact? Yes No
Reason for Leaving _____

3. Employers Name _____
Address _____ Telephone Number _____
Dates of Employment From _____ To _____ Salary _____
Position Title _____
Position Duties and Responsibilities _____

Immediate Supervisor _____ May We Contact? Yes No
Reason for Leaving _____

4. Employers Name _____
Address _____ Telephone Number _____
Dates of Employment From _____ To _____ Salary _____
Position Title _____
Position Duties and Responsibilities _____

Immediate Supervisor _____ May We Contact? Yes No
Reason for Leaving _____

I. REQUEST FOR BACKGROUND INFORMATION

Jobs with the Special Services Unit 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 fact 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 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 not 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 on a separate sheet and attach it to this application).
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 on a separate sheet and attach it to this application).
3. Have you ever been investigated for, charged with or plead guilty or no contest to any crime involving human sexual trafficking, rape, child molestation, or any other sex-related crime, including, but not limited to, those involving minors? Yes _____ No _____
(If yes, explain the circumstances on a separate sheet and attach it to this application, along with the case number).
4. Have you ever been arrested for or convicted of a crime, other than a minor traffic offense, that has not been expunged by a court? Yes _____ No _____
(If yes, explain the circumstances on a separate sheet and attach it to this application, along with the case number).

II. AUTHORIZATION AND RELEASE

I authorize the Special Services Unit 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 corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

III. AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date