



JAC-CEN-DEL COMMUNITY SCHOOL CORPORATION

Employment Application for **Substitute Teacher**

No substitute teacher can be added to our list without proper paperwork on file at the Central Office. This includes an application, background check, employee paperwork, and submittal of LVIS application

APPLICANT INFORMATION										
Last Name				First			M.I.		Date	
Street Address						Apartment/Unit #				
City				State			ZIP			
Home Phone			Cell Phone			E-Mail				
SSN			DOB		Available Date			Desired Salary		
Position Applied for <input type="checkbox"/> Cook <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Aide <input type="checkbox"/> Administration <input type="checkbox"/> Other										
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this corporation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
MILITARY SERVICE RECORD										
Have you ever served in the armed forces?		YES <input type="checkbox"/>	NO <input type="checkbox"/>							
If yes, what branch?										
Dates of duty			From			To				
Rank at discharge?										
EDUCATION										
High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
WORK EXPERIENCE										
Company						Phone				
From	To	Reason for Leaving								
Address						Supervisor				
Responsibilities										
Starting Pay			Ending Pay							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reason				

WORK EXPERIENCE CONTINUED					
Company				Phone	
From	To	Reason for Leaving			
Address				Supervisor	
Responsibilities					
Starting Pay			Ending Pay		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reason
Company				Phone	
From	To	Reason for Leaving			
Address				Supervisor	
Responsibilities					
Starting Pay			Ending Pay		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reason
TEACHING EXPERIENCE					
School				Phone	
From	To	Reason for Leaving			
Address				Supervisor	
Responsibilities					
Starting Pay			Ending Pay		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
School				Phone	
From	To	Reason for Leaving			
Address				Supervisor	
Responsibilities					
Starting Pay			Ending Pay		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
REFERENCES					
<i>Please list three professional references.</i>					
Full Name				Relationship	
Company				Phone	
Address					
Full Name				Relationship	
Company				Phone	
Address					

REFERENCES CONTINUED			
Full Name		Relationship	
Company		Phone	
Address			
BACKGROUND INFORMATION			
Are you presently being investigated or under a procedure to consider your discharge for misconduct?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been formally reprimanded, disciplined, discharged, or asked to resign from a prior position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever resigned from a prior position while under investigation for sexual misconduct with another person, mishandling of funds, or criminal conduct?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been investigated for physical or sexual abuse of another person?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving physical or sexual abuse of any person or any other crime of moral turpitude?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest," or has any court ever deferred further proceedings without entering into a finding of guilty, or	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If you answered yes to any of the previous six questions, please explain on a separate paper including: the date(s) of incident, charge, any court action taken, the offense in question and the address of any court involved.			
DISCLAIMER, WAIVER, RELEASE, AND SIGNATURE – PLEASE READ CAREFULLY			
<p>I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Corporation permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Corporation from any liability as a result of such contract.</p> <p>I understand an expanded background check and a Department of Child Services check will be required before employment. I further understand I will be responsible for all charges incurred for these checks. I authorize the Jac-Cen-Del Community School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "extended criminal background check, a DCS check, background screening report and/or an investigative consumer report possessed by any private or public employer or any local, state or federal agency including law enforcement agencies. I authorize these private or public employers or local, state or federal agencies to provide Jac-Cen-Del Community School Corporation any information they may have concerning the matters described herein. I further agree to cooperate to the extent necessary to obtain the release of this information. You have the right, upon written request made within in 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, P.O. Box 295, Danville, IN 46122 (888) 215-8296.</p> <p>I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations, that I might otherwise have against the Jac-Cen-Del Community School Corporation, its officials, employees, trustees or agents, or against any provider of such information. 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.</p> <p>I have read this authorization and release of all claims, and I expressly agree to the terms set out herein. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p> <p>I hereby acknowledge by this application for employment with the Jac-Cen-Del Community School Corporation that I agree to accept employment under the following conditions:</p> <ul style="list-style-type: none"> • I will use discretion before divulging information concerning the rights and privacy of the staff and students with whom I am associated. • I have read the above conditions and I accept them as conditions of my employment <p>The Jac-Cen-Del Community School Corporation does not discriminate on the basis of race, religion, national origin, sex color, age, limited English proficiency, or disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, and other terms and conditions and privileges of employment.</p>			
Signature		Date	