

WESTVIEW SCHOOL CORPORATION CLASSIFIED PERSONNEL APPLICATION

DATE: _____

Name _____
Last
First
Middle

Address _____
Street/P.O. Box
City
State
Zip

(_____)
 Telephone Number

Check area of interest or expertise:

Position	Years of Experience	Position	Years of Experience
Secretarial/Clerical _____	_____	Volunteer Ass't. _____	_____
Custodial _____	_____	Bus Mechanic _____	_____
Cafeteria Worker _____	_____	Maintenance _____	_____
Teacher Assistant _____	_____	Bus Driver _____	_____
Library Assistant _____	_____	Other _____	_____

ARE YOU APPLYING FOR A 9 ½ MONTH OR 12 MONTH POSITION? _____

Education-School	Location	Highest Grade Completed	Degree/Diploma
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____

List your three most recent employers with the current one first.

Employer	Location	Describe Your Job	Dates Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List three references

Name	Address	Telephone	Relationship/Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many days per month _____ per year _____ were you absent from your last job?

Have you ever been convicted of driving under the influence of alcohol? _____ Yes _____ No

Have you ever been convicted of public intoxication? _____ Yes _____ No

The Westview School Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.

WESTVIEW SCHOOL CORPORATION

INSERT TO EMPLOYMENT APPLICATION Request for background information

Dear Applicant:

Employment with the Westview School Corporation involves 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, an arrest for a crime, any information obtained through the release of investigatory record, or any affirmative answer provided by you on this insert, shall not be an automatic bar to employment. The school corporation will consider the nature of any conviction or alleged conduct underlying the arrest, investigatory record, or affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the conviction or alleged conduct underlying the arrest, investigatory record, or 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? 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 the sexual abuse of any person or indecency with a minor? Yes No If yes, explain the circumstances on a separate sheet and attach it to this application.
4. 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 guilt and placed you on probation or in a public service or education program? Yes No If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I authorize the Westview School Corporation 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.

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 OR EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE WESTVIEW SCHOOL CORPORATION, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

SIGNATURE _____

DATE _____

PLEASE PRINT YOUR NAME _____