Wes-Del Community Schools 10290 N. CR 600 W. Gaston, IN 47342 Telephone (765) 358-4006, FAX (765) 358-4065

### **NON-CERTIFIED APPLICATION**

Position Applying For:				
Bus Driver/Transportation: Clerical: Maintenance/Custodial: Other:		Nurse A	ional Aide:	
Type of position: Full-ti	me	Part-time	_ Subst	itute
General Personal Data:				
Name				_ Date
Address				
City	State	)	_Zip Code	
Telephone Number(s)				
Are you legally authorized to	work in the Ur	nited States on a	full time basi	s?
Available Date for Employme	ent:			
Education:				
Name/Location of High Scho	ool:			
Did you graduate: Yes		No		
Name/Location of College/University	Dates <u>Attend</u>	Gradua ded <u>Date</u>		<u>Degree</u>
If you do not have 2 years po	ost high school	, have you taker	the Parapro	or Praxis test?
Yes No	If \	es, Scores:		

# Branch of Service \_\_\_\_\_\_ Years of Service \_\_\_\_\_ **Employment experience last five years, beginning with present employment:** Dates Company, Address, Phone Position Salary Reason for Leaving\_\_\_\_ May we contact the employers listed above? Yes \_\_\_\_\_ No \_\_\_\_\_ **Skills/Experience:** Briefly explain any experiences working with children \_\_\_\_\_ Please list any additional skills/experiences that relate to the position for which you are applying: **Transportation Applicants:** Years Driving Experience: \_\_\_\_\_Type Driving License: \_\_\_\_\_ Explain: \_\_\_\_\_ Do you have a current yellow card: Yes \_\_\_\_\_ No \_\_\_\_ Have you had a drug test? \_\_\_\_\_ If yes, When? \_\_\_\_\_

Where? \_\_\_\_\_

**US Military Experience:** 

References (List name, position, address	& telephone of	f three references, excluding relatives)
or age in its programs and ac employment without regard to status, or any other basis pro	tivities, includ o race, color, r hibited by law ooration will co	ate on the basis of religion, race, color, national origin, sex disability, ing employment opportunities. Applicants are considered for national origin, religion, gender, age, handicap, disability, citizenship, unless such basis constitutes a bona fide occupational omply with its legal obligation to provide reasonable accommodation
present employer, or have yo		der a procedure to consider your discharge for misconduct by your signation to your previous employer?  No
Have you ever been reprimar	nded, disciplin	ed, discharged, or asked to resign from a prior position?
	Yes	No
		on without being asked, but under circumstances involving your with another person, of mishandling of funds, or of criminal conduct?  No
Have you (a) ever been convi	icted of a crim Yes	ne, other than a minor traffic offense?  No
Have you ever entered a plea	a of guilty or a Yes	plea of "no contest" (nolo contendere)?  No
Has any court ever deferred f probation, for any crime other		dings without entering a finding of guilty and placed you on traffic offense?
	Yes	No
Have you ever been accused	, found guilty	or held liable for a breach of trust?
	Yes	No
Have you been refused cover	age under a f	idelity bond?
	Yes	No
	rt action, the	the previous questions, please explain in detail, including the offense in question, and the address of the court involved

Conviction of a crime is not an automatic bar to employment. The school corporation 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 immediate cause for dismissal.

I understand that applications will be moved to the inactive file in January of each year unless notified either in writing or by telephone of your continued interest.

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities that Wes-Del Community Schools contact in connection with my employment application to fully provide Wes-Del Community Schools 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 Wes-Del Community Schools, its agents and officials or against any provider of such information.

Date:	 Signature
Revised 3/30/16	•

## OFFICE OF SUPERINTENDENT WES-DEL COMMUNITY SCHOOLS

10290 N CR 600 W GASTON, IN 47342 765/358-4006 FAX: 765/358-4065

### LIMITED and EXPANDED CRIMINAL HISTORY CHECK

To help insure a safe environment, it is the policy of Wes-Del Community Schools to require each applicant considered for employment or volunteering with the school corporation to submit a copy of a limited criminal history report. The limited criminal history submitted to the Corporation must be no more than three months old. For applicants employed in the same position in consecutive years, but not continuously employed, a new limited criminal history check shall not be required after the first year unless specifically requested by the Corporation and/or by the Administration. Generally, new limited criminal histories shall be required every two years, and such applicants shall be required to notify the school corporation of his/her conviction in Indiana or any other jurisdiction of the offenses described in IND. CODE 20-5-2-8(b), and to certify upon the beginning of each term of employment that he/she has not been convicted of any such offenses.

For the purpose of this policy, "considered applicant" means any individual who is being considered for employment with the school corporation and/or seeking to enter into a contract to provide services to the school corporation and that individual is likely to have direct, ongoing contact with children as a result of the individual's position. The term includes but is not limited to volunteers, bus drivers, lay coaches, and present employees who are applying for other positions within the corporation.

Each applicant interviewed will be questioned about the applicant's limited criminal history, if necessary. Failure to answer honestly any questions related to the limited criminal history may be cause for termination of applicant if eventually hired.

If an individual applying for any position has an application on file, which has been on file for more than six months, the applicant will be required to submit an updated limited criminal history at the time of considered employment.

Each individual who is considered for employment by the school corporation for any position will be required to do the following:

- 1. Obtain a copy of a limited criminal history, (may be obtained through the school) and
- 2. Submit a copy of a limited criminal history, and
- 3. Submit in writing any convictions that do not appear on the limited criminal history.

The cost of obtaining a limited criminal history varies upon the method used to acquire the history. If the limited criminal history is obtained by the school corporation, no fee will be charged. If, however, the limited criminal history is obtained by the considered applicant, the applicant will be responsible for the cost.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services, for the school, must provide the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories.

Any information obtained from a limited criminal history is confidential and shall not be released or disseminated.

All school employees and individuals who have contracts for services with the Corporation are required by state law to report convictions in Indiana or in any jurisdiction of certain crimes enumerated in the state law to the school corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

\*\*Before employing an applicant, the Corporation shall also review the Indiana Sex and Violent Offender Registry, and any other such available registries that might contain information pertaining to the applicant. An expanded background check will be obtained. If the applicant does not have an expanded background check to provide to the school corporation (that has been run within the last 12 months) the applicant will receive an invitation from Safe Hiring Solutions to complete the necessary information to complete the expanded background check. The applicant will be responsible for the cost of the expanded background check.

LEGAL REFERENCE I.C. 20-5-2-7 I.C. 20-5-2-8

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize Wes-Del Community Schools and its agent, at any time during or subsequent to my application process, to conduct an investigative consumer report that may include, but are not limited to, a criminal record check, employment and education verifications, personal references; personal interviews; and driving record. I do hereby consent to Wes-Del Community Schools' use of any information provided on this form or during the application process in performing the investigative consumer report. Wes-Del Community Schools has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment or volunteer activities. I agree to release, indemnify and hold harmless Wes-Del Community Schools and any reporting agency they use with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Wes-Del Community Schools. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.

I understand that by volunteering the following information I am requesting Wes-Del Community Schools to submit the information for my limited criminal history check electronically at no charge.

\*\*In the event of employment, I am volunteering the following information to Wes-Del Community Schools to

submit for an expanded background check. I understand that I am responsible for the cost to obtain the expanded background check and an invitation from Safe Hiring Solutions will be emailed to me.

Revised 2/28/18

Last Name

First Name

Middle

Date of Birth

Gender

Race

Email address (for employees)

Signature

Date