

Wes-Del Community Schools
10290 N. CR 600 W.
Gaston, IN 47342
Telephone (765) 358-4006, FAX (765) 358-4065
www.wes-del.k12.in.us

Employing Official Initial Here After Reviewing Application _____ _____

APPLICATION FOR EXTRA-CURRICULAR POSITION

Name _____ Date _____

Address _____ Telephone _____
(Street) City Zip

Are you legally authorized to work in the United States on a full time basis? _____

Position for which applying: _____

Employment experience – Last five years, beginning with present employment:

Dates	Company, Address, Phone	Position	Reason for Leaving
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Related Experience (Use extra sheet if required):

School	Position	Dates	Reason for Leaving
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References (Name, Position, Address and Telephone – Not Relative)

Do you have a valid First Aid Certificate? _____ If so, Expiration Date _____

The school corporation does not discriminate on the basis of religion, race, color, national origin, sex disability, or age in its programs and activities, including employment opportunities. Applicants are considered for employment without regard to race, color, national origin, religion, gender, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. The school corporation will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

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 _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes _____ No _____

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct?

Yes _____ No _____

Have you (a) ever been convicted of a crime, other than a minor traffic offense?

Yes _____ No _____

Have you ever entered a plea of guilty or a plea of "no contest" (*nolo contendere*)?

Yes _____ No _____

Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor 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 coverage under a fidelity bond?

Yes _____ No _____

If you have answered yes to any one of the previous questions, 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 sheets if necessary):

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: _____
Revised 5/13/15

_____ Signature

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
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Date of Birth	Gender	Race
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Email address (for employees)

Signature	Date
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