

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

ADMINISTRATIVE POSITION APPLICATION

Name _____ Date _____

Address: _____ Telephone _____

City: _____ State: _____ Zip Code: _____

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

Position for which applying: _____

Salary Expectation: \$ _____

Present Position: _____

Education and Professional Training

School and Semester Hours	Location	Degree/Diploma

Administrative and Teaching Experience

School(s) and Location	Position/Subjects	Dates	Months	No. Teachers

Total Months _____ Years _____

Which Indiana teaching/administrator licenses do you hold? List expiration dates.

When could you begin work? _____ Are you under contract for next year? _____

REFERENCES

Give at least three references, superintendents/principals under whom you have served. Do not include relatives.

NAME _____ ADDRESS AND TELEPHONE _____ POSITION _____

Attach a copy of all administrator and teacher licenses, transcripts, and credentials. You may attach additional letters of reference if you wish.

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 2/20/15

_____ 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.

