

CRAWFORD COUNTY COMMUNITY
SCHOOL CORPORATION

Office of the Superintendent
5805 E Administration Road
Marengo, Indiana 47140

Telephone (812) 365-2135
Fax (812) 365-2783

APPLICATION FOR
EMPLOYMENT

Name _____
First Middle Last

Date _____

Position Desired _____
GRADE LEVEL AND/OR SERVICE AREA (S)

FOR OFFICE USE ONLY

SCHOOL

CRAWFORD HIGH
ENGLISH ELEMENTARY
LEAVENWORTH ELEMENTARY
MARENGO ELEMENTARY
MILLTOWN ELEMENTARY
PATOKA ELEMENTARY
CENTRAL OFFICE

AN EQUAL OPPORTUNITY
EMPLOYER

The Crawford Community School Corporation does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap, disability, or national origin.

IMPORTANT: Before final consideration for employment, the candidate must have on file in the office of the superintendent a completed application. A successful candidate must be interviewed by the immediate supervisor and may be interviewed by the Superintendent. Candidates are not expected to contact School Board Members.

FOR OFFICE USE ONLY

POSITION DESIRED

JANITOR
COOK
AIDE
TEACHER'S
OFFICE
LIBRARY
AT-RISK
CENTRAL OFFICE
SECRETARY
OTHER _____

PERSONAL DATA (Please type or print)

1. Name _____ 2. Social Security NO. _____

2. Present Mailing Address:

Street _____

City _____

Zip _____ Phone _____

5. SCHOOL: High School, English, Leavenworth, Marengo, Milltown, Patoka, Central Office

List in order of preference.

1. _____ 2. _____ 3. _____ 4. _____

6. When would you be available to begin work? _____

7. Present Position _____

8. Reason for leaving present position _____

9. Present (or most recent) administrative supervisor(s):

NAME BUSINESS PHONE HOME PHONE

NAME BUSINESS PHONE HOME PHONE

10. Have you ever been dismissed or asked to resign from a position? (Please check) Yes No

If yes, explain _____

11. Have you ever resigned rather than face disciplinary action and/or termination by an employer? (Please check)) Yes No

If yes, explain _____

WORK EXPERIENCE (List most recent experience first.)

EMPLOYER	LOCATION	NATURE OF WORK	DATES

EDUCATIONAL PREPARATION ("See resume" is not sufficient)

12. School(s) attended:

NAME OF SCHOOL	LOCATION	NO. OF YEARS ATTENDED	DATES	GRADUATION	
				YEAR	DEGREE

PERSONAL INFORMATION AND REFERENCES:

13. Give names and complete addresses of at least three references who are familiar with your personality, character, and work performance.

NAME	YEARS KNOWN	OFFICIAL POSITION	ADDRESS
			(Include Street, City, State, and Zip Code)
			_____ Phone No.
			_____ Phone No.
			_____ Phone No.
			_____ Phone No.

14. List any relatives now employed by the Crawford Community School Corporation:

MILITARY EXPERIENCE (if applicable)

15. Branch of Service_____

16. Dates Served_____

17. Present Military Status_____

OTHER

18. List below any additional information you believe might be relevant to becoming a successful applicant._____

CONVICTION REPORT

Because of the tremendous responsibility the Crawford Community School Corporation has to its school children and community, the following information is needed from all applicants and employees regarding convictions. * A record of conviction does not necessarily prohibit employment: However, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent of the time they initially completed this form. Questions regarding this information should be directed to the Superintendent of Schools. Please read carefully, and answer every question. **Please print clearly.**

1. Name _____
First
Middle
Last

Other names used _____ Date of usage _____

2. Social Security Number _____

3. Have you ever been convicted of a misdemeanor? Yes No

4. Have you ever been convicted of a felony? Yes No

5. Have you ever been convicted of a sex or drug related offense? Yes No

If any of the boxes above are marked "Yes," fill in the information below and attach a letter explanation.

CONVICTION INFORMATION			
1. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
REMARKS		LENGTH AND TERMS OF PROBATION	
2. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
REMARKS		LENGTH AND TERMS OF PROBATION	

***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Under penalty of perjury, I hereby affirm that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that agents of the Crawford Community School Corporation may review any document relevant to this information. I authorize the Crawford Community School Corporation to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

SIGNATURE
DATE