

TIPPECANOE VALLEY SCHOOL CORPORATION

8343 South State Road 19

Akron, Indiana 46910

574-353-7741

Date of Application

Applications remain on file for 90 days

Date Available to begin employment

Application for:

- ☐ Clerical
- ☐ Instructional Assistant (Paraprofessional training ☐ yes ☐ no)
- ☐ Custodian
- ☐ Bus Driver
- ☐ Food Service
- ☐ Other: _____

<i>For office use only</i>	
Date Received	
Interviewed By	
For	
Comments	

CLASSIFIED APPLICATION FORM

PERSONAL INFORMATION

Name in full (Please Print)

Social Security Number (*Optional*)

Date of Birth

Street Address

City

State

Zip

Telephone Number

EDUCATION AND PROFESSIONAL TRAINING

<i>Type of School</i>	<i>Name & Location of School</i>	<i>Primary Area(s)</i>	<i>Supporting Area(s)</i>	<i>Degree (or credit hours completed)</i>
High School				
College				
College				
Graduate School				
Other				

PERSONAL

How many days were you absent from work in the last year?	Illness:		Other:	
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REFERENCES

(List names of persons, other than any listed above, who know you personally.)

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Official Position</i>
1.			
2.			
3.			
4.			

WORK EXPERIENCE

(Begin with most recent experience)

Name and Location of Organization	Type of Organization	From		To		Reason for leaving
		Month	Year	Month	Year	

Military

Branch of Service	Dates From-To	Type of Discharge	Total Military Time

Why do you wish to work in this school corporation?

- ◆ The Tippecanoe Valley School Corporation supports the principle that all persons, regardless of race, religion, color, national origin, gender, sexual orientation, age or handicap, meeting the qualifications of training, experience and the ability to do a job, shall have equal employment opportunities.
- ◆ Decisions concerning personnel policies, practices, and procedures involving such factors as recruiting, employing, training, promotion, compensation, benefits, transfers, layoffs and termination will be administered in accordance with the principal of equal employment opportunity.
- ◆ The Corporation also supports the Title IX requirements of the Education Amendments of 1972. (See Section 9, page 1)
- ◆ The Corporation supports the requirements of the Policy on the treatment of Individuals with Disabilities Act of 1973 and the Americans with Disabilities Act.
- ◆ I hereby certify that to the best of my knowledge and belief the foregoing statements are true, correct, and complete. I further understand that this application will become part of my personnel file should I be employed by the Tippecanoe Valley School Corporation; that the information provided will be verified; and that falsification of any information submitted on this application may be cause for dismissal from service; by signing this application, I give authorization to Tippecanoe Valley School Corporation to perform a limited criminal history check.

Jobs with the Tippecanoe Valley School Corporation involve 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 supply this information; you are not being singled out for closer inspection. This information is part of the application itself and any misrepresentation or omission of facts 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 or any affirmative answer provided by you on this insert is not an automatic bar to employment. The school district will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

		Please check one box	
		Yes	No
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? If yes, explain the circumstances on a separate sheet and attach to this application.		
2	Have you every resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? If yes, explain the circumstances on a separate sheet and attach to this application.		
3	Have you ever been investigated for, charged with or pleaded guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor? If yes, explain the circumstances on a separate sheet and attach to this application.		
4	Have you ever been charged with a crime listed in number 3 (above) 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? If yes, explain the circumstances on a separate sheet and attach to this application.		
5	Have you ever been convicted of a crime other than a minor traffic offense of has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any such crime? If yes, explain the circumstances on a separate sheet and attach to this application.		
6.	FOR BUS DRIVER APPLICANTS ONLY: Have you had any driving violations in the past 5 years? If yes, explain the circumstances on a separate sheet and attach to this application.		

AUTHORIZATION AND RELEASE

I authorize the school district to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history and/or driving records (bus drivers only), "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 district any information they may release concerning the matter 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, INFLECTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION. I HAVE READ THIS AUTHORIZATION AND RELEASE ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUR HEREIN.

Signature of Applicant

Printed Name of Applicant

Date of Birth

Date

(Only for Purposes of
Requesting Criminal History Information)