

GREENSBURG COMMUNITY SCHOOLS  
ADMINISTRATIVE OFFICE  
1312 W. WESTRIDGE PARKWAY  
GREENSBURG, IN 47240  
PHONE (812) 663-4774  
FAX (812) 663-5713

APPLICATION FOR CERTIFIED EMPLOYEES

ASSIGNMENT PREFERENCE 1) \_\_\_\_\_ DATE \_\_\_\_\_  
(SUBJECT OR GRADE LEVEL) (2) \_\_\_\_\_

AREA(S) OF CERTIFICATION \_\_\_\_\_  
MAJOR MINOR

BACHELOR DEGREE: \_\_\_\_\_  
MAJOR MINOR  
SEMESTER OR QUARTER HOURS

MASTER DEGREE: \_\_\_\_\_  
MAJOR MINOR  
SEMESTER OR QUARTER HOURS

COMPLETED APPLICATION MUST INCLUDE A PHOTOCOPY  
OF UNDERGRADUATE AND/OR GRADUATE TRANSCRIPT(S).

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS \_\_\_\_\_  
(STREET)  
TELEPHONE \_\_\_\_\_  
CITY STATE ZIP (INCLUDE AREA CODE)

SOCIAL SECURITY NUMBER \_\_\_\_\_

INDIANA TEACHER RETIREMENT NUMBER \_\_\_\_\_  
(IF APPLICABLE)

ADDRESS OF PARENTS OR RELATIVE \_\_\_\_\_  
(STREET)  
TELEPHONE \_\_\_\_\_  
CITY STATE (INCLUDE AREA CODE)

GREENSBURG COMMUNITY SCHOOLS – AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION DATA

LIST THE HIGH SCHOOL, COLLEGES, AND UNIVERSITIES ATTENDED OR GRADUATED

**SCHOOL  
ATTENDED      LOCATION**

HIGH SCHOOL		DATES OF ATTENDANCE	DEGREE	SUBJECTS MAJOR MINOR
COLLEGE (OR) UNIVERSITY				
GRADUATE				
OTHER				

I AM A CANDIDATE FOR THE \_\_\_\_\_ DEGREE TO BE CONFERRED ABOUT \_\_\_\_\_.

### LICENSE DATA

APPLICANTS SHOULD POSSESS A VALID INDIANA CERTIFICATE OR BE TAKING NECESSARY STEPS TO OBTAIN SUCH CERTIFICATION.

APPLICANT HAS TAKEN AND PASSED ALL NECESSARY TESTS TO QUALIFY FOR CERTIFICATION BY THE INDIANA DEPARTMENT OF EDUCATION.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

TYPE LICENSE	NUMBER	EXPIRATION DATE	SUBJECTS OR GRADES

### REFERENCES

MAY WE HAVE PERMISSION TO SECURE YOUR CREDENTIALS?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

NAME OF UNIVERSITY \_\_\_\_\_ FILE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

PLEASE LIST THREE REFERENCES, INCLUDING PRESENT AND FORMER PRINCIPALS, DEPARTMENT HEADS, OR COLLEGE INSTRUCTORS UNDER WHOM YOU HAVE WORKED. SERIOUS CONSIDERATION OF YOUR APPLICATION MAY NECESSITATE COMMUNICATION WITH ONE OR MORE OF THESE REFERENCES. PLEASE INDICATE A DATE AFTER WHICH WE MIGHT MAKE SUCH AN INQUIRY. \_\_\_\_\_ DATE

NAME	POSITION	PRESENT ADDRESS	TELEPHONE NO.

REQUEST FOR BACKGROUND INFORMATION

TO ALL APPLICANTS:

THE POSITION FOR WHICH YOU ARE APPLYING WITH THE GREENSBURG COMMUNITY SCHOOLS INVOLVES CONTACT WITH OUR STUDENT POPULATION. PLEASE COMPLETE THE QUESTIONS BELOW TO HELP US EVALUATE YOUR SUITABILITY TO WORK WITH THESE STUDENTS. ALL APPLICANTS ARE EXPECTED TO PROVIDE US WITH INFORMATION; YOU ARE NOT BEING SINGLED OUT FOR CLOSER INSPECTION. THIS INSERT IS PART OF THE APPLICATION ITSELF AND ANY MISREPRESENTATION OR OMISSION OF THE FACT MAY BE GROUNDS FOR DISQUALIFICATION FROM FURTHER CONSIDERATION OR FOR TERMINATION FROM EMPLOYMENT REGARDLESS OF WHEN THE MISREPRESENTATION OR OMISSION IS DISCOVERED.

ARE YOU PRESENTLY THE SUBJECT OF ANY INVESTIGATION OR OTHER PROCEDURE WHICH CONSIDERS OR COULD LEAD TO YOUR DISCHARGE FOR MISCONDUCT BY YOUR PRESENT EMPLOYER? \_\_\_\_\_ YES \_\_\_\_\_ NO. IF YES, EXPLAIN THE CIRCUMSTANCES ON A SEPARATE SHEET AND ATTACH IT TO THIS APPLICATION.

HAVE YOU EVER RESIGNED FROM A PRIOR POSITION, SIMILAR TO THE ONE FOR WHICH YOU ARE APPLYING UNDER CIRCUMSTANCES INVOLVING YOUR EMPLOYER’S INVESTIGATION OF YOUR SEXUAL CONTACT WITH ANOTHER PERSON, OF MISHANDLING OF FUNDS, OR OF CRIMINAL CONDUCT? \_\_\_\_\_ YES \_\_\_\_\_ NO. IF YES, EXPLAIN THE CIRCUMSTANCES ON A SEPARATE SHEET AND ATTACH IT TO THIS APPLICATION.

\*\* HAVE YOU EVER BEEN THE SUBJECT OF A CHARGE OR INVESTIGATION BY YOUR CURRENT OR PRIOR EMPLOYER(S) OR A LAW ENFORCEMENT AGENCY, IMPLICATING YOU IN THE SEXUAL ABUSE OF ANOTHER PERSON? \_\_\_\_\_ YES \_\_\_\_\_ NO

\*\* HAVE YOU EVER PLEADED GUILTY OR “NO CONTEST” (NOLO CONTENDERE) TO, OR BEEN CONVICTED OF ANY CRIMINAL OFFENSE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YOU HAVE ANSWERED YES TO ANY ONE OF THE PREVIOUS TWO\*\* 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 PAGES IF NECESSARY)

CONVICTION OF A CRIME IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. GREENSBURG COMMUNITY SCHOOLS 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.

AUTHORIZATION AND RELEASE

MY SIGNATURE BELOW CONSTITUTES AUTHORIZATION TO INVESTIGATE AND EXAMINE MY EMPLOYMENT HISTORY AND EVALUATIONS, AS WELL AS MY CRIMINAL RECORD (IF ANY), IN THE CUSTODY OF ANY PRIVATE OR PUBLIC EMPLOYER OR ANY STATE, LOCAL, OR FEDERAL AGENCY. I FURTHER AUTHORIZE THOSE PERSONS, AGENCIES OR ENTITIES THAT THE GREENSBURG COMMUNITY SCHOOLS CONTACTS IN CONNECTION WITH MY EMPLOYMENT APPLICATION TO FULLY PROVIDE THE GREENSBURG 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 THE GREENSBURG COMMUNITY SCHOOLS, ITS AGENTS AND OFFICIALS OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE PRINT YOUR NAME

OTHER NAMES USED  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE DATA**

TOTAL NUMBER OF CONTRACTED YEARS TEACHING AND/OR ADMINISTRATIVE EXPERIENCE \_\_\_\_\_  
 SUBJECT TO VERIFICATION.

SCHOOL & LOCATION	DATES		# OF CONTRACT DAYS PER YEAR	SUBJECT OR GRADES	REASON FOR LEAVING
	FROM	TO			

**STUDENT TEACHING: (IF COMPLETED WITHIN LAST THREE YEARS)**

SCHOOL & LOCATION	DATES		SUBJECT OR GRADES	SUPERVISING TEACHER'S NAME AND ADDRESS
	FROM	TO		

**WORK EXPERIENCE OTHER THAN TEACHING: (INCLUDE MILITARY)**

EMPLOYER & LOCATION	DATES		POSITION OR RANK	REASON FOR LEAVING
	FROM	TO		

COACHING EXPERIENCE OF \_\_\_\_\_

**VARSITY COACHING EXPERIENCE (LIST IN CONSECUTIVE ORDER BEGINNING WITH MOST RECENT).**

SPORT	GIRLS	BOYS	DATE		RECORD		SCHOOL DISTRICT
			FROM	TO	WON	LOST	

**OTHER COACHING EXPERIENCE (LIST IN CONSECUTIVE ORDER BEGINNING WITH MOST RECENT).**

SPORT	GIRLS	BOYS	DATE		RECORD		SCHOOL DISTRICT
			FROM	TO	WON	LOST	

**ADDITIONAL INFORMATION**

LIST EXTRA-CURRICULAR ACTIVITIES IN WHICH YOU PARTICIPATE; CHECK IF WILLING TO DIRECT.

ACTIVITIES	HIGH SCHOOL	COLLEGE	WILLING TO DIRECT	ACTIVITIES	HIGH SCHOOL	COLLEGE	WILLING TO DIRECT

LIST POSITIONS OF RESPONSIBILITY AND LEADERSHIP WHICH YOU HAVE HELD:

POSITIONS	HIGH SCHOOL	COLLEGE	POSITIONS	HIGH SCHOOL	COLLEGE

LIST ANY SPECIAL HONORS RECEIVED.

HIGH SCHOOL	COLLEGE

DO YOU PLAY A MUSICAL INSTRUMENT (S)? \_\_\_\_\_ YES \_\_\_\_\_NO

ADDITIONAL

WE ARE INTERESTED IN ANY FURTHER INFORMATION ABOUT YOU WHICH MAY DISTINGUISH YOUR APPLICATION. THIS MIGHT INCLUDE TRAVEL, HONORS, PUBLICATIONS, ADVANCE STUDY, PARTICIPATION IN SPECIAL PROGRAMS, EXTRA CURRICULAR ACTIVITIES, CIVIC AND/OR SPECIAL INTERESTS.

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ARE YOU NOW UNDER CONTRACT? \_\_\_\_\_ WHEN ARE YOU AVAILABLE FOR AN INTERVIEW? \_\_\_\_\_

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THE INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY APPLICATION WILL BE RETAINED IN CURRENT FILES FOR A PERIOD OF ONE YEAR.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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