

**GREENSBURG COMMUNITY SCHOOLS**

1312 W. Westridge Parkway

Greensburg, IN 47240

(812)663-4774

[www.greensburg.k12.in.us](http://www.greensburg.k12.in.us)

**SUPPORT STAFF EMPLOYMENT APPLICATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 (FIRST) (M.I.) (LAST)  
 ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**CHECK POSITION(S) APPLYING FOR:**

- 10 MONTH SECRETARY
- 12 MONTH SECRETARY
- TEACHING ASSISTANT
- CAFETERIA
- BUS DRIVER
- CUSTODIAN
- MAINTENANCE
- SECURITY
- SCHOOL NURSE
- OTHER \_\_\_\_\_

**GREENSBURG COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

	NAME OF SCHOOL AND LOCATION	LAST GRADE COMPLETED (CHECK ONE)
GRADE SCHOOL		<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
HIGH SCHOOL		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
COLLEGE		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
OTHER TRAINING		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

**EMPLOYMENT HISTORY**

**LIST IN ORDER BEGINNING WITH CURRENT OR MOST RECENT EMPLOYMENT.**

<b>NAME, ADDRESS, PHONE NUMBER OF COMPANY</b>	<b>DUTIES</b>	<b>IMMEDIATE SUPERVISOR</b>	<b>DATES WORKED FROM TO</b>	<b>REASON FOR LEAVING</b>

**IF PRESENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER? \_\_\_YES \_\_\_NO**

**REFERENCES**

**PERSONS WHO KNOW YOU PERSONALLY. DO NOT INCLUDE NAMES OF RELATIVES OR FORMER EMPLOYEES.**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>OCCUPATION</b>

**PLEASE LIST NAMES OF PERSONS WHOM YOU KNOW WHO ARE CURRENTLY IN OUR EMPLOY:**

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**CURRENT EMPLOYEES MERELY CONSTITUTE ADDITIONAL POTENTIAL REFERENCE SOURCES. FAMILIARITY OR RELATIONSHIP WITH CURRENT EMPLOYEES HAS NO BEARING ON PROSPECTS FOR EMPLOYMENT.**

**LIST EQUIPMENT WITH WHICH YOU ARE FAMILIAR, SPECIAL SKILLS, AND/OR QUALIFICATIONS PERTINENT TO THE EMPLOYMENT DESIRED.**

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**ADDITIONAL**

**FURTHER INFORMATION WHICH MAY DISTINGUISH YOUR APPLICATION.**

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**REQUEST FOR BACKGROUND  
INFORMATION  
TO ALL APPLICANTS:**

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

- Yes  No 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct?
- Yes  No 2. Have you ever resigned from a prior position, while under investigation for sexual misconduct with another person, mishandling of funds, or criminal conduct?
- Yes  No 3. 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 4. Have you ever pleaded guilty or “no contest” to, or been convicted of any criminal offense?

If you answered yes to any of the previous four questions, please explain on a separate paper including: the date(s) of incident, charge, any court action taken, the offense in question, and the address of any court involved.

**AUTHORIZATION**

I authorize investigation of all the statements in this application, including investigation of previous employment experience if I am considered for employment by Greensburg Community School Corporation. I certify that the above answers are true and complete and I understand that falsification of facts on this application shall be considered sufficient cause for disqualification or dismissal. References and personal information that become a part of this record are to be regarded as confidential.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Greensburg Community School Corporation is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap.