

GREENSBURG COMMUNITY SCHOOLS

1312 W. Westridge Parkway

Greensburg, IN 47240

(812)663-4774

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 (CIRCLE ONE)
GRADE SCHOOL		5 6 7 8
HIGH SCHOOL		9 10 11 12
COLLEGE		1 2 3 4
OTHER TRAINING		1 2 3 4

EMPLOYMENT HISTORY

LIST IN ORDER BEGINNING WITH CURRENT OR MOST RECENT EMPLOYMENT.

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

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.

NAME	ADDRESS	PHONE	OCCUPATION

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

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.

ADDITIONAL

FURTHER INFORMATION WHICH MAY DISTINGUISH YOUR APPLICATION.

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.