

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

110 West North Street
Greenfield, IN 46140
317-462-4434

**APPLICATION FOR EMPLOYMENT
(CLASSIFIED POSITION)**

DATE _____

(Print or Type)

NAME _____
Last First Middle

ADDRESS _____ () _____
Number/Street City State Zip Telephone Number

DATE AVAILABLE FOR EMPLOYMENT _____

CHECK POSITION(S) FOR WHICH YOU ARE APPLYING

Secretarial _____ Food Service _____ Instructional Assistant _____

Maintenance _____ Custodial _____ School Bus Driver _____

Substitute Custodian _____ Substitute Bus Driver _____

Other _____

Please circle the shifts you are available to work? 1st Shift 2nd Shift 3rd Shift
(Other - specific time _____)

Would you accept temporary employment? _____ YES _____ NO

Would you accept part-time employment? _____ YES _____ NO

EDUCATIONAL DATA

	Name/Location	Circle Last Year Completed	Graduated YES/NO
Grade School		5 6 7 8	
High School		9 10 11 12	
College		1 2 3 4	
Trade School/ Vocational School		1 2 3 4	

WORK EXPERIENCE (List current or most recent first)

Employer/ Supervisor	Address/ Phone Number	Duties	Dates Employed	Reason for Leaving

If presently employed, may we contact your employer? YES _____ NO _____

List equipment with which you are familiar, special skills and/or qualifications pertinent to the employment desired. _____

BUS DRIVER APPLICANTS ONLY - We will require a copy of your DOT Physical, License and yellow card. All applicants will be subject to a pre-employment drug test.

License Number: _____ (Check one) CDL _____ Indiana State _____

If you hold a CDL License, please state number of years? _____

Number of years driving: CAR _____ BUS _____ TRUCK _____

Has your driver's license ever been suspended? YES _____ NO _____

If YES, explain _____

SECRETARIAL APPLICANTS ONLY

Number of words per minute typing _____

Skills with other office machines _____

PERSONAL REFERENCES (Do not include names of relatives)

NAME	ADDRESS	PHONE	OCCUPATION

ADDITIONAL INFORMATION (Complete in your own handwriting) Please provide any additional information which you feel may be useful or necessary for the school to know the evaluations of your application for employment.

I certify that the information on this application is true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may be sufficient cause for dismissal.

Signature of Applicant _____
Date

Please return this application to: **Greenfield-Central Community School Corporation
110 West North Street
Greenfield, IN 46140
317-462-4434**

ALL EMPLOYEES WILL BE SUBJECT TO A LIMITED CRIMINAL HISTORY CERTIFICATION.

Applications remain on active file for one year. To renew your application, send a written request to the Superintendent's office at 110 West North Street, Greenfield, IN 46140.

The Greenfield-Central Community School Corporation assures the Federal Government that it will comply fully with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. The Greenfield-Central Community School Corporation further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and the operations of its facilities. Persons who feel they have been discriminated against should contact the Superintendent of Schools at 110 W. North Street, Greenfield, Indiana 46140, Phone (317) 462-4434.

Employment Application Insert

Dear Applicant:

The Greenfield-Central Community School Corporation is committed to its students and is similarly committed to hiring Employees who are most suitable for work with our students. We ask that you complete the questions below to help us evaluate your suitability for employment. All applicants for employment are expected to provide us with this information.

Background Information

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes ___ No ___
2. Have you ever been reprimanded, disciplined, discharged or asked to resign from a prior position? Yes ___ No ___
3. Have you ever resigned from a prior position without being asked, but under circumstances where your employer was investigated you for inappropriate conduct? Yes ___ No ___
4. Have you ever been convicted of a felony? Yes ___ No ___

If you answered "yes" to any of the above questions, please explain the circumstance of each in detail on a separate sheet and attach it to this application.

Conviction of a crime or any affirmative form is not an automatic bar to employment. The school system will consider the nature of the conviction or alleged conduct underlying an affirmative response, date of the conduct in question, your intervening conduct and the relationship between an offense or alleged conduct underlying the affirmative response and the position for which you are applying.

Any misrepresentation or omission of fact on this application shall be fully sufficient grounds for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered. Your signature below denotes your understanding of these conditions.

Authorization and Release

My signature below also constitutes authorization for the Greenfield-Central Community School Corporation to check my employment history, including without limitation, evaluations, criminal arrest and conviction records, reference check, and release of investigatory information possessed by any private or public employer or any state, local or federal agency.

I further authorize those persons, agencies, or entities that the Greenfield-Central Schools contacts in connection with my employment application to fully provide the Greenfield-Central Schools any information on the matter set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Greenfield-Central Schools, its agents and officials or against any provider or such information.

Signature of Applicant

Date