

Date _____

APPLICATION FOR EMPLOYMENT SUBSTITUTE TEACHER POSITION

SOUTHERN WELLS COMMUNITY SCHOOLS
9120S 300W, Poneto IN 46781
PH 765-728-5537 FAX 765-728-8124

PLEASE RETURN THIS COMPLETED APPLICATION FORM AND A COPY OF YOUR LICENSE, IF AVAILABLE. A RESUME MAY BE ATTACHED.

Name _____

Are you known to schools/references by any other name? _____ Yes _____ No

If yes, what name(s) _____

Address _____

Phone Numbers: _____ (Day) _____ (Night) Email: _____

Preferred Subject/Grade Level for Substitute Teaching _____

RECORD OF EDUCATION: List below information relative to information relative to educational and professional training:

<u>School</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Diploma/Degree</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECORD OF EMPLOYMENT: List all work experience in chronological order, beginning with the most recent position:

<u>Company</u>	<u>Location</u>	<u>Dates Employed</u>	<u>Reason for leaving</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY SERVICE: Give information relating to military experience, if any:

Branch of Service _____ From _____ to _____

Highest rank _____ Present status _____

Special training received _____

Type of discharge _____

SUPPLEMENTARY INFORMATION: List information relative to the types of experiences or questions noted below.

Experiences that you have had working with children: _____

List activities/sports that you feel competent to direct: _____

Southern Wells Community Schools is an equal opportunity employer. Applications are considered for employment without regard to race, color, religion, sex, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a bone fide occupational qualification. Southern Wells Community Schools will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

An EQUAL OPPORTUNITY EMPLOYER

Date _____

Have you filed an application with this corporation before? _____

Have you ever been employed here before? _____ When? _____

Do you have relatives employed here? _____ Who? _____

COMMUNITY ACTIVITIES: Indicate the community activities that you have been most involved in and the nature of your involvement: _____

REFERENCES: Please list three references, including present and former supervisors / employers, or educators, under whom you have worked:

Name _____ **Position/Company** _____ **Address** _____ **Phone** _____

BACKGROUND INFORMATION: Since teaching involves contact with students, please respond to the questions below to aid in the evaluation of your application. Any affirmative answer that you provide should not be construed as an automatic disqualification of your application; rather, an affirmative response shall be evaluated in terms of the relationship of the action/consequence to the position for which you are applying.

If you are working presently, is your conduct as an employee or the quality of your work the focus of any investigation or review by your current employer to the best of your knowledge: _____ Yes _____ No If yes, explain the circumstances:

Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be subject to contract cancellation or disciplinary proceedings? _____ Yes _____ No If yes, explain the circumstances:

Have you ever been investigated for, charged with, plead guilty or "no contest" to, or been convicted of any crime of moral turpitude, including child abuse, indecency with a minor, sexual abuse of any person, or physical abuse or assault of any person: _____ Yes _____ No If yes, explain: include listing any crime which you may have been charged with and the final disposition of the matter.

Have you ever been charged with a crime, other than a minor traffic offense, 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? _____ Yes _____ No If yes, explain, including listing any crime with which you may have been charged and the final disposition of the matter.

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Date _____

____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references of former employers that are given in response to the inquiry.

____ I hereby release all parties, including but not limited to the school corporation, personal references, and previous employers, from any and all liability for injury or damage that may result from their furnishing information to the school corporation concerning me or any action the school corporation takes on the basis of such information.

____ I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and/or drug screen and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status, or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me by the School Corporation is contingent upon my ability to produce the required documentation within the time period required by law.

____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by the school corporation, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other school corporation materials do not create any guarantee of employment, and that the school corporation has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of the school corporation, other than an administrator, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on the school corporation.

Applicant's Signature **Date**