

NON-TEACHING APPLICATION
COWAN COMMUNITY SCHOOL CORPORATION
9401 S. Nottingham St.
Muncie, IN 47302
(765) 289-4866 Fax: 284-0315

INFORMATION FOR APPLICANT

If you have no objections, please fill out all information to the best of your ability. Applications will be moved to the inactive file in January of each year unless notified by a letter or telephone call of your continued interest. You are not obligated to answer any questions; but doing so will enable us to have a better knowledge of your background for the position desired.

Speed tests may be given by the administration for such positions as secretary, treasurer, cashier and those positions that require expertise in a designated skill to allow the best candidate available to secure the position.

POSITION REQUESTED: _____

GENERAL PERSONAL DATA:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No: _____ Email: _____

Do you have any physical conditions or personal problems about which the persons who are interested in your personal and professional growth should know?

Date you are available for employment: _____

EDUCATION

Number of years you attended high school: _____ Did you graduate: _____

What high school did you attend: _____

Address: _____

What high school activities did you participate in:

<u>Name of college or university</u>	<u>Dates Attended</u>	<u>Year of Graduation</u>	<u>Degree</u>

<u>Name of technical school</u>	<u>Dates Attended</u>	<u>Year of Graduation</u>	<u>Technical Area</u>

EXPERIENCE

(list in chronological order places in which you have worked: most recent experience first) List: Place; Location (City/Township/State); From/To; Number of Years; Immediate Supervisor

1. _____

2. _____

3. _____

May we contact the employers listed above? **(Yes or No)** _____

EXPERIENCE (cont.)

List any experience which you have had that will make you a better candidate for the position in which you have applied:

REFERENCES (List at least three individuals) **List:** Name, Position, Address and Telephone Number.

1. _____

2. _____

3. _____

MILITARY SERVICE:

Have you served on active duty in the United States Armed Forces? **(Yes or No)** _____

Dates of active duty: From: _____ To: _____

Date of discharge _____

Type of discharge _____

Signature of Applicant

Date

(To the best of our knowledge, this application complies with current law. The information requested is used only for school corporation administrative/statistical purposes.)

It is the policy of this Corporation that no candidate for a position in this Corporation shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.

In accordance with Federal law, any person employed by this Corporation must provide evidence that s/he is eligible to work in the United States

EMPLOYMENT APPLICATION ADDENDUM

COWAN COMMUNITY SCHOOL CORPORATION

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1. Are you currently under contract? **(Yes or No)** _____

If yes, which district? _____

If yes, when does it expire? _____

When may your present employer be contacted? _____

2. Have you ever had a teaching certificate or teaching license revoked or suspended?

(Yes or No) _____

If yes, explain:

3. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

(Yes or No) _____

If yes, explain:

4. Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from previous employment? **(Yes or No)** _____

If yes, explain:

5. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of alleged sexual misconduct with another person, mishandling of funds, or of criminal conduct resulting in a conviction or criminal penalty either of which has not been expunged by a court? **(Yes or No)** _____

If yes, explain:

6. Have you ever had any indicated finding of child abuse filed in your name?
(Yes or No)_____

If yes, explain:

7. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime of moral turpitude that has not been expunged by a court? (Moral turpitude is an act of baseness, vileness or depravity in the private and social duties that a person owes another member of society or society in general and is contrary to the community accepted duty between persons, including but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.)**(Yes or No)**_____

8. Other than a minor traffic offense, have you (a) ever been convicted of a crime that has not been expunged by a court; or (b) ever entered a plea of guilty or a plea of "no contest," either of which has not been expunged by a court, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime? **(Yes or No)**

****If you answered yes to question 7 or 8, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved.**

If yes, explain:

Conviction of a crime that has not been expunged is not an automatic bar to employment. The corporation 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. Any false or misleading information on this application (or any omission of information) shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

My signature below constitutes authorization to check my employment history, and including without limitation, evaluations, an extended criminal history check, reference checks, 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 Cowan Community School Corporation contacts in connection with my employment application to fully provide any information on the matters set forth above. I expressly waive in connection with any request for any of the above-references information any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Cowan Community School Corporation, its agents and officials, or against any provider of such information.

Signature of Applicant

Date

**OFFICE OF SUPERINTENDENT
COWAN COMMUNITY SCHOOLS**

9401 S. Nottingham St.

Muncie, IN 47302

Phone: 765-289-4866

Fax: 765-284-0315

LIMITED CRIMINAL HISTORY CHECK

To help insure a safe environment, it is the policy of the Cowan Community Schools to require each considered applicant for employment with the school corporation to submit at time requested by Administrator a copy of the applicant's limited criminal history. The limited criminal history submitted to the Corporation must be no more than three months old. For applicants employed in the same position in consecutive years, but not continuously employed, a new limited criminal history check shall not be required after the first year unless specifically requested by the Corporation and/or by the Administration. Generally, new limited criminal histories shall be required every third year, and such applicants shall be required to notify the school corporation of his/her conviction in Indiana or any other jurisdiction of the offenses described in IND. CODE 20-5-2-8(b), and to certify upon the beginning of each term of employment that he/she has not been convicted of any such offenses.

For the purpose of this policy, "considered applicant" means any individual who is being considered for employment with the school corporation and/or seeking to enter into a contract to provide services to the school corporation and that individual is likely to have direct, ongoing contact with children as a result of the individual's position. The term includes but is not limited to volunteers, bus drivers, lay coaches, and present employees who are applying for other positions within the corporation.

Each applicant interviewed will be questioned about the applicant's limited criminal history, if necessary. Failure to answer honestly any questions related to the limited criminal history may be cause for termination of applicant if eventually hired.

If an individual applying for any position has an application on file, which has been on file for more than six months, the applicant will be required to submit an updated limited criminal history at the time of considered employment.

Each individual who is considered for employment by the school corporation for any position will be required to do the following:

1. Obtain a copy of a limited criminal history, and
2. Submit a copy of a limited criminal history, and
3. Submit in writing any convictions that do not appear on the limited criminal history.

The cost of obtaining a limited criminal history varies upon the method used to acquire the history. If the limited criminal history is obtained by the school corporation, no fee will be charged. If, however, the limited criminal history is obtained by the considered applicant, the applicant will be responsible for the cost.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school must provide the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories

Any information obtained from a limited criminal history is confidential and shall not be released or disseminated.

All school employees and individuals who have contracts for services with the Corporation are required by state law to report convictions in Indiana or in any jurisdiction of certain crimes enumerated in the state law to the school corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

Before employing an applicant, the Corporation shall also review the Indiana Sex and Violent Offender Registry, and any other such available registries that might contain information pertaining to the applicant.

LEGAL REFERENCE

I.C. 20-5-2-7

I.C. 20-5-2-8

LIMITED CRIMINAL HISTORY CHECK

One of the following options should be followed by anyone seeking to obtain a Limited Criminal Background Check for employment and/or volunteer positions at Cowan Community Schools:

This form will be submitted electronically to Cowan Community Schools' Administration Office. The Administration Office will then submit electronically to the Indiana State Police for a limited criminal background history check. There is no fee for this transaction.

In exchange for the consideration of my application for employment by Cowan Community Schools, I authorize the Superintendent of the school corporation or his/her designee to investigate my background and employment history included but not limited to reference checks, limited criminal history, driving history information, and Indiana Sex and Violent Offender Registry.

I understand that by volunteering the following information I am requesting Cowan Community Schools to submit the information for my limited criminal history check electronically at no charge.

Name

First: _____ Middle: _____ Last: _____

Date of Birth: _____ Sex: _____ Race: _____

Signature of Applicant: _____ Date: _____