



General Employment Application
Southwestern Jefferson County Schools

It is the policy of Southwestern Jefferson County Consolidated School Corporation not to discriminate on the basis of age, race, color, religion, sex, disability, or national origin including English proficiency in its educational programs or employment policies as required by the Indian Civil rights Act, (I.C. 22-9-1), (I.C. 20-8.1-2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Amendment), Section 504 fo the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.

I would like to apply for the following (place "yes" below each that apply):

Substitute Teacher	Custodial Work	Cafeteria Work	Aide Position	Office work	Nurse

Personal Information

Legal Name (Last, First, Middle):	
Home Address (Street):	
City, State, Zip Code:	
Contact Phone Number:	
Date of Birth:	
Social Security #:	
Email Address:	
Are you a citizen of the US?	
If no, are you authorized to work in the US?	
Have you ever worked for Southwestern? If so, when?	
Would you be willing to obtain your bus driving CDL?	

<p style="text-align: center;">Question</p> <p>If you answer "yes" to any of the below question, please provide an explanation on a separate sheet. Include the date of the incident, charge, court action taken, the offense in question, and the address of any court involved.</p>	<p style="text-align: center;">Answer (yes or no)</p>
Are you presently being investigated or under a procedure to consider discharge for alleged misconduct by your current employer?	
Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?	
Have you ever resigned from a prior employer under circumstances involving your employer's investigation or alleged sexual conduct with another person, mishandling of funds, or criminal conduct?	
Have you ever been charged with or investigated for physical or sexual abuse of another person?	
Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest", or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for any crime?	

Educational Background

High School

Institution	Dates Attended	City and State	Did you graduate?

College

Institution	Dates Attended	Minor/Major	Degree & Date

Previous Employment

Company	
Phone	
Address	
From and To	
Job Title	
Responsibilities	
Supervisor	
Reason for leaving	

Company	
Phone	
Address	
From and To	
Job Title	
Responsibilities	
Supervisor	
Reason for leaving	

Company	
Phone	
Address	
From and To	
Job Title	
Responsibilities	
Supervisor	
Reason for leaving	

References

Please provide 3 personal references

Name	Occupation	Relationship	Phone	Email

Authorization and Release

I certify that my answers are true and complete to the best of my knowledge.

I authorize the Southwestern Jefferson County Consolidated School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal History," possessed by any private or public employers, or local, state, or federal agencies to provide Southwestern Jefferson County Consolidated School Corporation any information they may release concerning the matter described herein, and will cooperate to the extent necessary to obtain the release of the information.

I expressly waive, in connection with any request for, or provision of, such information, any claims or cause of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Southwestern Jefferson County Consolidated School Corporation, its officers, employees, trustees, or agents, any individual, corporate, and/or agency provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

Signature:	
Date:	

Thank You for Your Time and Interest!