

# CLARKSVILLE COMMUNITY SCHOOL CORPORATION

502 Little League Boulevard • Clarksville, Indiana 47129 • (812) 282-7753

## Classified Personnel Application

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, limited English proficiency, or handicap in its programs or employment policies as required by the Indiana Civil Rights Act (I. C. 22-9.1 ), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). This application will be kept on file for two (2) years.

(PLEASE PRINT)

### Personal Data

Name: \_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Last

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### Position Applying For:

\_\_\_\_\_ Bus Driver

\_\_\_\_\_ Bus Monitor

\_\_\_\_\_ Cafeteria: \_\_\_\_\_

\_\_\_\_\_ Clerical: \_\_\_\_\_

\_\_\_\_\_ Coaching: \_\_\_\_\_

\_\_\_\_\_ Custodial: \_\_\_\_\_

\_\_\_\_\_ Groundskeeper

\_\_\_\_\_ Instructional Assistant: \_\_\_\_\_

\_\_\_\_\_ Maintenance

\_\_\_\_\_ Other: \_\_\_\_\_

Highest Grade completed in school: \_\_1 - \_\_2 - \_\_3 - \_\_4 - \_\_5 - \_\_6 - \_\_7 - \_\_8 - \_\_9 - \_\_10 - \_\_11 - \_\_12 - \_\_GED

College or University Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

Occupational or Specialized Training – *Please describe:*

Desired Salary: \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Can you drive a car? \_\_\_\_ Yes \_\_\_\_ No

Type of License: \_\_\_\_ Regular Operator's License

\_\_\_\_ Chauffeur's License

\_\_\_\_ CDL

\_\_\_\_ Public Passenger Chauffeur's License

# Past Employment

Employer: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Salary: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Salary: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Salary: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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**Specific Experiences With Children:**

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**References** – Give names and addresses of at least three persons who are acquainted with you but are not related or former employees.

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Years Known Reference: \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Years Known Reference: \_\_\_\_\_

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Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Years Known Reference: \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Years Known Reference: \_\_\_\_\_

May your present employer be contacted?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Criminal History Information

In order to be considered for employment in the Clarksville Community School Corporation, you must fully complete and sign the following questionnaire.

- Yes       No      1.)      **Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?**  
If yes, explain the circumstances on a separate sheet and attach it to this application.
- Yes       No      2.)      **Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?**  
If yes, explain the circumstances on a separate sheet and attach it to this application.
- Yes       No      3.)      **Have you ever resigned from a prior position without being asked but under circumstances involving your employer's investigation of your sexual contact with another person, mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty?**  
If yes, explain the circumstances on a separate sheet and attach it to this application.
- Yes       No      4.)      **Have you ever been charged with or investigated for sexual abuse of another person?**
- Yes       No      5.)      **Have you ever pleaded guilty or "no contest" (nolo contendere) to or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?**  
(Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons including, but not limited to, indecency with a minor, theft, attempted theft, murder, rape and swindling.)
- Yes       No      6.)      **Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense?**
- 7.)      **If you answered yes to questions 4, 5 or 6, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved: (attach additional pages if necessary)**

Conviction of a crime is not an automatic bar to employment. The district 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 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, including without limitation, evaluations, criminal arrest and conviction record checks, 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 Clarksville Community School Corporation contacts in connection with my employment application to fully provide the Clarksville Community School Corporation any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Clarksville Community School Corporation, its agents and officials or against any provider of such information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Release Authorization

I, hereby affix my signature and release from liability any person authorized to give or receive any information related to my job performance/employment history, including all data and information given in my application for employment, related papers, or oral interviews.

I, therefore, hereby grant authorization to Clarksville Community School Corporation to request at any time prior to or during my employment:

- 1.) Any and all materials and information pertaining to my employment from any of my present or former employers, supervisors, or co-workers;
- 2.) Verification of credentials from all educational institutions I have attended;
- 3.) Any and all materials and information pertaining to any convictions for offenses against the law including motor vehicle records if applicable to the duties of a job for which I am being considered;
- 4.) From any and all references I have listed, any and all information pertaining to my job performance/employment history as these are related to my ability to perform the duties of a job for which I am being considered.

I hereby further authorize:

- 1.) My present and any former employer to release any and all information (written or oral) pertaining to employment with that employer to Clarksville Community School Corporation.
- 2.) Any and all educational institutions I have attended to release my credentials, upon request, to Clarksville Community School Corporation.
- 3.) Local and state police and state motor vehicle departments to research their records and to release any and all information pertaining to convictions and charges pending against me;
- 4.) Any and all persons listed by me as references to release any and all information pertaining to my job performance/employment history as these relate to my ability to perform the duties of a job for which I am being considered.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE - FOR USE OF PERSONNEL DEPARTMENT**

Interviewed by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_

Starting Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Resigned - Discharged by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason: \_\_\_\_\_