

Date of Application _____

NON TEACHING EMPLOYMENT APPLICATION
 for
DEKALB COUNTY EASTERN C.S.D.
Superintendent's Office
300 E. Washington St.
Butler, IN 46721
(260) 868-2125

Applicant

Name _____

Current Address: Street _____
 City _____
 State/Zip _____

Telephone () - - Alternative Telephone () - -

Position Desired

Position	Check Position(s) Desired	Date Available (m/d/yy)	Remarks (If selecting a substitute position, please indicate the position desired.)
Aide	<input type="checkbox"/>		
Bus Driver	<input type="checkbox"/>		
Cook	<input type="checkbox"/>		
Custodian	<input type="checkbox"/>		
Substitute	<input type="checkbox"/>		
Secretary	<input type="checkbox"/>		
Other	Please list in remarks.		

Work History
(Most Recent Four Employers)

Employers (List most recent first.)	Telephone	Address of Employer			Dates	
		Street	City/State	Zip	To	From
	() -					
	() -					
	() -					
	() -					
	() -					

Note: Please attach a copy of your resume if available.

Education

School Name (latest first)	Address	Telephone	From	To	Graduate (Y or N)	Remarks
		() -				
		() -				
		() -				
		() -				
		() -				
		() -				

References

Reference (at least three)	Telephone	Address			
		Street	City	State	Zip
	() -				
	() -				
	() -				
	() -				

Applicants are subject to background/criminal checks. Please complete the attached Adult Behavioral Expectations form and the Insert to the Employment Application. Applicant, by signing below, certifies he or she can perform the duties of the position for which they applied.

Applicant's signature: _____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

DeKalb County Eastern Community School District
INSERT TO EMPLOYMENT APPLICATION
Request for Background Information

Dear Applicant:

Jobs with the DeKalb County Eastern Community School District involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants for employment are expected to supply this information; you are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation or omission of facts may be grounds for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

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

- 1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? Yes No**
If yes, explain the circumstances on a separate sheet and attach it to this application.

- 2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? Yes No**
If yes, explain the circumstances on a separate sheet and attach it to this application.

- 3. Have you ever been investigated for, charged with or pleaded guilty or “no contest” to any crime involving sexual abuse of any person or indecency with a minor? Yes No**
If yes, explain the circumstances on a separate sheet and attach it to this application.

- 4. Have you ever been charged with a crime listed in number 3 (above) 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 the circumstances on a separate sheet and attach it to this application.

- 5. Have you ever been convicted of a crime other than a minor traffic offense or has any Court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any such crime? Yes No**
If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I authorize the school district 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 employer or any local, state, or federal agency. I authorize these private or public employees or local, state, or federal agencies to provide the school district any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS OR CAUSES OF ACTION, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES, OR AGENTS, OR AGAINST ANY 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 _____

Print Your Name _____ Social Sec. # _____

Address: _____

Date of Birth (Only for Purposed of Requesting Criminal History Information) _____

DeKalb County Eastern Community School District

Adult Behavioral Expectations for Faculty, Staff, and Volunteers Who Work with Students on a *Regular Basis

Because of concerns for the safety of our students, we have increased our security measures. In an effort to ensure that individuals who work with our students are indeed suitable for such contact, we ask you to complete this form. (Volunteers and non – DeKalb County Eastern Community School District employees please complete both sides when in a supervisory or unobserved position.)

These Adult Behavioral Expectations give faculty, staff, and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, staff, and volunteers sign a copy of this document, individuals are making a collective statement that youth are being treated with respect, dignity, and attention to individual needs.

In my role as a faculty member, staff member, or volunteer, I:

- Accept my responsibility to represent DeKalb County Eastern Community School District with dignity and pride by being a positive role model for youth.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere, and enforce the rules, policies, and guidelines established by the DeKalb County Eastern Community School District, including all laws related to child abuse and substance abuse.
- Under no circumstances allow or consume alcohol or illegal drugs at school events or activities. I understand that use of, or being under the influence of, alcohol or illegal drugs while in the presence of students and at a school program or activity may result in my termination.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts may be grounds for termination as a faculty member, staff member, or volunteer.
- Respect confidentiality in regard to sensitive issues concerning the students and/or the school.

By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document.

A signed copy of the Adult Behavioral Expectations will be kept in the school and/or administration office.

Signature

Date

Printed Name

School Site/Location

Position/Assignment

* “Regular Basis” is defined as an assignment which puts the individual in contact on an ongoing, recurring basis. Examples include coaching, club sponsorships, and volunteering in classrooms on a consistent basis.

3. Have you ever-received probation or community supervision for any federal, state or municipal offense?

Yes No

If yes, please provide details below.

State: _____ County: _____ Date of Offense (m/d/yy): _____

Details of supervision: _____

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

Yes No

If yes, please provide details below.

Country: _____ City: _____ Date of Offense (m/d/yy): _____

Details of conviction: _____

5. As of the date of this consent form, do you have any pending charges against you? Yes No

If yes, please provide details below.

State: _____ County: _____ Date of Arrest (m/d/yy): _____

Details of pending charges: _____

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN

COUNTY

STATE
