



2020 N. Montgomery Rd. Greensburg, IN 47240
 Dr. Jarrod Burns, Superintendent

CERTIFIED STAFF APPLICATION

Date of Application _____

PERSONAL INFORMATION

Name _____ Phone No. _____
First Middle Initial Last

Present Address _____
No. Street City State Zip Code

Permanent Address _____
No. Street City State Zip Code

Position Desired _____ Full-time _____ Substitute _____

EDUCATIONAL BACKGROUND

Graduate of _____ High School. Location _____ Yr. _____

EXPERIENCE

School & Location	Dates	Grade or Subject	Superintendent

(Recent college graduates will file a supervisory teacher's report.)

LICENSING

License Type	Number	Expiration Date	Grade or Subjects	Endorsement

MILITARY SERVICE RECORD

Have you ever served in the armed forces? Yes No

If yes, what branch? _____ Dates of Duty: From _____ To _____

Rank at discharge _____

Where were your duties in the Service? (include special training and duty station) _____

PERSONAL REFERENCES (Excluding Former Employers or Relatives)

Names & Occupation	Address	Phone Number
1.		
2.		
3.		

PRIOR WORK HISTORY – (List in order, last or present employer first)

DATES From To		Name & Address of Employer	RATE OF PAY Start Finish		Supervisor's Name & Title	Reason for Leaving

Describe in detail the work you did in each job.

1. _____

2. _____

3. _____

May we contact the employers listed? Yes No

If not, please indicate below which one(s) you do not wish us to contact.

Are you presently being investigated or under a procedure to consider your discharge for misconduct? ____ Yes ____ No

Have you ever been formally reprimanded, disciplined, discharged, or asked to resign from a prior position? ____ Yes ____ No

Have you ever resigned from a prior position while under investigation for sexual misconduct with another person, mishandling of funds, or criminal conduct? ____ Yes ____ No

Have you ever been investigated for physical or sexual abuse of another person? ____ Yes ____ No

Have you ever been charged with, pleaded guilty or “no contest” to, or been convicted of any crime involving physical or sexual abuse of any person or any other crime of moral turpitude? ____ Yes ____ No

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 into a finding of guilty, or placed you on probation for a crime? ____ Yes ____ No

If you answered yes to any of the previous six questions, please explain on a separate paper including: the date(s) of incident, charge, any court action taken, the offense in question and the address of any court involved.

APPLICATION INPUT

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize ones complete background. To assist us in obtaining a better understanding of you, use this space to summarize any additional information necessary to describe your full qualifications.

Decatur County Community School Corporation is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this district will be based only on your merit and on no other consideration. To be considered for employment from year to year, a candidate must reapply after January 1st each year.

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.*

Signature of Applicant

*NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.