JENNINGS COUNTY SCHOOL CORPORATION
34 MAIN ST
NORTH VERNON, IN 47265
812-346-4483

| | |
|---|---|
| ☐ | Bus Driver/Assistant |
| ☐ | Secretarial/Clerical |
| ☐ | Cook |
| ☐ | Custodian |
| ☐ | Maintenance |
| ☐ | Coaches |
| ☐ | Life Guard |

JENNINGS COUNTY SCHOOLS APPLICATION

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

*Requirements for applicants*:
The applicant must have graduated from an accredited high school or have received a GED.
The applicant must pass all required drug testing & a criminal background check.

Date of Application:

| Last Name | First Name | Middle Name |
|---|---|---|
| | | |

| Address | City | State | Zip Code |
|---|---|---|---|
| | | | |

Home Phone: Work Phone: Cell Phone:

E-mail Social Security Number:

EDUCATION

| School | Name & Address | 1st & Last Year Attended | Degree/Date or Hours and/or Credits |
|---|---|---|---|
| High School | | | |
| College* | | | |
| Vocational/Technical School | | | |

| | | | |
|---|---|---|---|
| Other | | | |

*Transcripts are to be filed with completed application

WORK HISTORY Start with your present/last position

| Employer | Location | Dates | Supervisor |
|---|---|---|---|
| | | | |

Describe the work you did:

| |
|---|
| |

Reason for leaving:

| |
|---|
| |

| Employer | Location | Dates | Supervisor |
|---|---|---|---|
| | | | |

Describe the work you did:

| |
|---|
| |

Reason for leaving:

| |
|---|
| |

| Employer | Location | Dates | Supervisor |
|---|---|---|---|
| | | | |

Describe the work you did:

| |
|---|
| |

Reason for leaving:

| |
|---|
| |

Have you ever been employed by Jennings County School Corporation?

☐ Yes ☐ No

If yes, please provide the following information:

Position held:

Dates of employment:

Reason(s) for leaving the position:

REFERENCES: Please list the names of four persons who know your professional background and qualifications.

| Name and Position | Address | Telephone |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

May we contact all employers and references listed above? Yes No

If no, indicate the one(s) you do not wish contacted prior to an offer of employment.

List any additional information that you think would be helpful concerning your knowledge, skills, and experiences related to the position for which you are applying.

Briefly state what you believe you can contribute as an employee for the Jennings County School Corporation.

Are you legally eligible for employment in the country? Yes No

(Proof of U.S. Citizenship or immigration status will be required upon an offer of employment.)
It is understood and agreed upon that any misrepresentation by me in the application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I also understand that with an offer of employment, all employees of the JCSC are required to obtain an Expanded Criminal History background check through Safe Hiring Solutions and pay any and all fees associated with the background check process ($31.50).

| Date | Applicant's Signature |
|---|---|

**JENNINGS COUNTY SCHOOL CORPORATION**
**SUPPLEMENT TO EMPLOYMENT APPLICATION**
**Request for Background Information**

Dear Applicant:

Jobs with the Jennings County School Corporation 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 provide us with this information; you are not being singled out for closer inspection. This separate form is part of the application process 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 position for which you are applying.

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1. Are you presently under investigation by any employer because of your conduct or the quality of your work? Yes ☐ No☐ If so, please explain the circumstances on a separate sheet and attach it to this application.
2. Have you ever resigned from a job as a result of any investigation or discipline by an employer? Yes ☐ No☐ If yes, please explain the circumstances on a separate sheet and attach it to this application.
3. Have you ever been the subject of an investigation, an arrest, a charge, or a conviction involving the physical or sexual abuse of any persons whether an adult or a minor? Yes ☐ No ☐ If so, please explain the circumstances on a separate sheet and attach it to this application.
4. Have you ever been arrested, charged, and/or convicted for any misdemeanor or felony? Yes ☐ No ☐ If so, please explain the circumstances on a separate sheet and attach it to this application.

## AUTHORIZATION AND RELEASE

I AUTHORIZE THE Jennings County School Corporation to investigate my employment history and my criminal history, if any. Further, I authorize the Jennings County School Corporation to obtain any information about me maintained in the "child abuse registry" authorized by I.C. 31-6-11-12.1 and an expanded criminal history check. I hereby authorize my previous employer and their agents and employees to release of my employment history records that are requested by the Jennings County School Corporation. Further, I also authorize any local, state, or federal agency to release to the Jennings County School Corporation any expanded criminal history records and child abuse registry records that pertain to me. I agree to execute all documents required to obtain the release of each such records and pay any and all fees associated with background checks ($31.50).
**Link: JCSC.org; employment; Safe Hiring Solutions**

## RELEASE OF CLAIMS

I HEREBY EXPRESSLY WAIVE AND RELEASE ALL CLAIMS THAT MAY ARISE OUT OF THE RELEASE OF RECORDS OR HISTORY HEREIN THAT I MAY HAVE AGAINST THE JENNINGS COUNTY SCHOOL CORPORATION, ITS DIRECTORS, OFFICERS, AGENTS, OR EMPLOYEES OR THAT I MAY HAVE AGAINST THE PROVIDER, ITS OFFICERS, AGENTS, OR EMPLOYEES, SUCH RECORDS OR HISTORY.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

Signature Date

Please Print Your Name

Social Security Number

Please Print Your Complete Address

Birthdates (Only for Purposes of Requesting Criminal History Information)