

West Lafayette Community School Corporation

1130 North Salisbury Street
West Lafayette, IN 47906
Telephone: 765-746-1602 Fax: 765-746-1644
www.wl.k12.in.us

Name: _____ Phone: _____

Address: _____ Cellular: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Position Sought: _____

Would you work: Full Time _____ Part Time _____ Date Available: _____

Do you have any relatives or friends in our employ? _____

Should this application be treated as confidential with regard to your present employer? _____

Education:

School	Name & Address	Course of Study	Years Completed	Did you Graduate	Diploma or Degree
High School				Yes No Year	
College				Yes No Year	
Other				Yes No Year	

Clerical Applicants:

Office Equipment you can operate:

_____ Copier _____ Calculator _____ Dictaphone
_____ Fax Machine _____ Postage Meter _____ Personal Computer

Software Applications with which you are proficient:

Work History (current employer first):

Name: _____

Address: _____

Dates Employed: From: _____ To: _____ Pay Rate: \$_____ per _____

Position Held: _____ Reason for Leaving: _____

Describe your position: _____

Name: _____

Address: _____

Dates Employed: From: _____ To: _____ Pay Rate: \$_____ per _____

Position Held: _____ Reason for Leaving: _____

Describe your position: _____

Name: _____

Address: _____

Dates Employed: From: _____ To: _____ Pay Rate: \$_____ per _____

Position Held: _____ Reason for Leaving: _____

Describe your position: _____

** If additional space is needed for previous employment, please attach additional pages.

References: List information for (3) references-DO NOT include relatives

Name	Address	Phone / Email	Occupation

Background Information:

- Yes No Are you currently being investigated or being considered for discharge by your present employer?
- Yes No Have you ever been discharged or asked to resign from a prior position, or have you ever been advised that your contract will not be renewed?
- Yes No Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of improper conduct, mishandling of funds, or criminal conduct?
- 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 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 a crime ?

If you answered "yes" to any of the previous five questions, on a separate sheet of paper:

1. Fully describe the circumstances giving rise to each affirmative response, including relevant dates, places, and people involved in the incident and in any proceeding or investigation.
2. If the circumstance giving rise to your affirmative response involved allegations of criminal conduct, give the name of the investigating body and the disposition of the investigation, as well as the name and address of any court involved and the final resolution of the case.

I understand that any false or misleading information on this application shall be sufficient grounds to refuse employment and/or termination of contract.

Signature of Applicant: _____ Date: _____

Corporation Vehicle Drivers (ONLY):

If you will be driving a corporation vehicle (mini-bus, van, etc), please provide the following:

Driver's License Number: _____ State of Issue: _____

Mini-Bus Test: Yes Not Needed Date: _____

Applicant's Signature: _____ Date: _____

Confidentiality Agreement: (Board Policy 4120.02)

I, _____, agree to follow all laws and guidelines regarding confidentiality of information that I encounter as a classified staff member in the West Lafayette Community School Corporation. Such information may be related to students and their families, student behavior issues, student grades and other test scores, class assignments, medical conditions of students and their families, staff, confidential matters of the school corporation, and any other matter considered to be confidential. I also understand that making a personal photocopy of any school documents that are confidential will constitute a violation of this Confidentiality Agreement.

I understand that, if I violate this Confidentiality Agreement, my employment with West Lafayette Community School Corporation will be terminated.

Signature of Applicant: _____ Date: _____

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, may be obtained in connection with your application for and/or continued employment with West Lafayette Community School Corporation. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the West Lafayette Community School Corporation.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize West Lafayette Community School Corporation to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at West Lafayette Community School Corporation. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)
(For ID Purposes Only)

Drivers License Number

Drivers License State

Any other names I have been known by:

Current Address:

Previous Addresses (Last 7 Years)

Signature

Date

The West Lafayette Community School Corporation does not discriminate on hiring or employment on the basis of race, color, gender, age, handicap, religion, or national origin, including English proficiency.