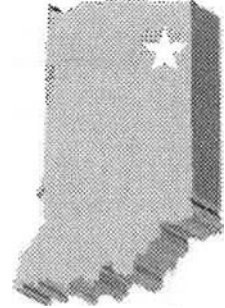


Hamilton Community Schools

903 South Wayne Street Hamilton, IN 46742
PHONE (260) 488-2513
FAX (260) 488-2348



EMPLOYMENT APPLICATION FOR NON-TEACHING EMPLOYEES NON-CERTIFIED

POSITION APPLYING FOR: _____

Hamilton Community Schools supports the principle that all persons are entitled to equal employment opportunity without regard to race, religion, color, marital status, national origin, sex, age, handicap conditions or limited English proficiency. If you have disability that affects your ability to complete this application, let us know so that other arrangements can be made.

PERSONAL DATA:

Name: _____ Date: _____
Last First MI

Address: _____
No. City State Zip

Home Phone: _____ Cell Phone: _____

Date Available for Employment: _____

EDUCATION

	School Name & Location	Dates Attended Or Graduated	Major	Sem Hrs.
High School	_____	_____		
	_____	_____		
Tech School	_____	_____		
	_____	_____		
College(s)	_____	_____		
	_____	_____		
	_____	_____		

EMPLOYMENT HISTORY

(List most recent position first)

Employer: _____

Address: _____ City: _____

Dates of Employment: _____ Hourly Rate: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Employer: _____

Address: _____ City: _____

Dates of Employment: _____ Hourly Rate: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Employer: _____

Address: _____ City: _____

Dates of Employment: _____ Hourly Rate: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Employer: _____

Address: _____ City: _____

Dates of Employment: _____ Hourly Rate: _____

Immediate Supervisor: _____

Reason for Leaving: _____

REFERENCES

List 3 References that can attest to your ability in the pursuit of the position being applied for:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Substitute Teacher Applicants

Level Elementary___ Secondary___ TRF#_____ (if applicable)

Availability Days & Times _____

Preferences _____

Certificate

Type	Grade	Date Issued	Date of Expiration	Serial #	Subject/Level
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Is your conduct as an employee or the quality of your work the focus of an investigation by your current employer? Yes___ No___

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes___ No___

Have you ever resigned from a position after being offered the opportunity to resign rather than be terminated? Yes___ No___

Have you ever resigned from a prior position without being asked: but under the circumstances involving your employer’s investigation of sexual conduct with another person, mishandling of funds, or criminal conduct? Yes___ No___

NOTE: If you checked YES for any of the questions, explain the circumstances on a separate sheet and attach it to this application.

ACKNOWLEDGEMENT OF TERMS OF APPLICATION

In making this application for employment, I understand that an investigation report may be made whereby information is obtained through personal interviews and/or reference forms with third parties, law enforcement agencies, prior employers co-workers, or others. This inquiry may include information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I hereby acknowledge that if there is reasonable suspicion subsequent to employment, blood and/or urine samples may be taken and tested for evidence of consumption by me of illegal drugs and/or alcohol. I consent to such testing and hereby release, discharge and waive any and all claims I now or may in the future have against Hamilton Community Schools and/or medical personnel related to such test or the result thereof. I further understand that if an offer of employment is made, I will be required to submit documentation, which will verify that I am a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized to be employed in the United States.

I affirm that I have never been convicted or charged with and/or had the charge plea bargained to a lesser offense, of any of the following offenses involving children as defined by Indiana Code: rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, incest, child selling, child seduction, pornography, or sexual battery.

I hereby affirm that the statements made in this application are true to the best of my knowledge and belief. I understand that future employment may be terminated if I have misrepresented information submitted.

Signature of Applicant: _____ Date: _____

CRIMINAL HISTORY INFORMATION

A limited criminal history check is conducted on all potential new employees of Hamilton Community Schools. I understand as a condition of my employment that I am responsible for submitting information for an expanded criminal history background check at my expense.

Last Name: _____ First Name: _____ MI: _____

E-Mail: _____

*This is where the expanded background check link will be sent to for you to complete.