



# NINEVEH-HENSLY-JACKSON UNITED SCHOOL CORPORATION

802 South Indian Creek Drive, Trafalgar, IN 46181

P: 317.878.2100 F: 317.878.5765

www.nhj.k12.in.us

*Indian Creek Schools*

## Non-Instructional Application Form

### Nondiscrimination

It is the policy of the Nineveh Hensley Jackson United School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap, in its educational programs or employment policies as required by the Indiana Civil Rights Act, 1971, Public Law 218, 1971, Titles VI & VII, 1964, Title IX (1972 Education Amendments) and Rehabilitation Act of 1973 (Sec. 504).

Application for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ (Maiden name) \_\_\_\_\_

Address \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_-\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_

E-Mail Address \_\_\_\_\_

### Education/Training:

High School & Graduation Date \_\_\_\_\_

Additional Technical Training/Dates \_\_\_\_\_

### List last three places of employment (place most recent first):

<u>Type of Position</u>	<u>Employer &amp; Address</u>	<u>Phone</u>	<u>Dates of employment /duties</u>
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1)			
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2)			
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3)			
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### References: List 3 references

Phone No.

1)	
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2)	
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3)	
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Give three (3) reasons why you feel you would be qualified for this position and why you would be an outstanding candidate.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

### **Applicant's Statement**

Give any other information not covered which you may wish to present which you feel would make you a standout above other candidates.

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**I hereby certify that the facts and statements presented in this application for employment are true and complete.**

\_\_\_\_\_  
Signature of Applicant

### **Background Information Statement/Waiver**

Employment with the Nineveh Hensley Jackson United School Corporation involves contact with our students. Please read about authorization, which will help us evaluate your suitability to have contact with or access to the students. The statement is part of our application for employment. **Read this carefully before signing. It waives and releases certain possible claims you may otherwise have.**

### **Authorization**

I authorize the Nineveh Hensley Jackson United School Corporation to investigate my background and employment history, including, without limitation, reference checks, and to obtain a "limited criminal history" possessed by any local, state or federal agency. I authorize my former employers and all local, state and federal agencies to provide the school corporation with all information concerning the matters described herein. I agree to cooperate as necessary to obtain the release of this information.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print your name:** \_\_\_\_\_



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### **To be considered for employment you must answer each of the following questions:**

Are you presently or have you ever been under investigation or under a procedure to consider your discharge for misconduct? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, explain the circumstances on a separate sheet and attach it to this application.

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

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.

Have you ever been charged with or investigated for sexual abuse of another person? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?

(i.e. murder, rap, swindling, and indecency with a minor) Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime, other than a minor traffic offense; or ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes to any one of the previous three questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved. Explain these circumstances on a separate piece of paper and attach to this application.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

Your signature below constitutes authorization to check your employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. It further authorized those persons, agencies, or entities that any Johnson County School Corporation contacts in connection with your employment application to fully provide any information on the matters set forth above. You expressly waive in connection with any limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that you might otherwise have against any Johnson County School Corporation its agents and officials or against any provider of such information.

Signature \_\_\_\_\_ Date \_\_\_\_\_