

**SALEM COMMUNITY SCHOOL CORPORATION**

500 N. Harrison Street

Salem, IN 47167

**Support Staff 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 disability.

*An Equal Opportunity Employer*

(Please Print or Type)

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number and Street City State Zip

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**SPECIFIC POSITION(S) APPLIED FOR:**

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( ) Secretarial/Clerical

( ) Educational Classroom Asst.

( ) Service Position

\_\_\_ Custodian \_\_\_ Bus Driver

\_\_\_ Maintenance \_\_\_ Cafeteria

\_\_\_ Other

Have you filed an application with our Schools before? \_\_\_\_\_

If yes, give date \_\_\_\_\_ and position applied for \_\_\_\_\_

**This application will remain on file for one year from the date of application only: it must be renewed if further consideration for a position is desired.**

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**EDUCATION**

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<b>School Name</b>	<b>City &amp; State</b>	<b>Dates Attended</b>	<b>Diploma or Degree</b>
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Last High School Attended:

\_\_\_\_\_

College or Universities:

\_\_\_\_\_

Business or Trade:

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Other:

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\*If you did not receive a degree, indicate the number of college hours attained: \_\_\_\_\_  
**Please attach your college transcript with this application.**

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**EXPERIENCE**

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List all Experience – Use Separate Sheet if Necessary

<b>From</b>	<b>To</b>	<b>No. of Years</b>	<b>Name &amp; Address of Employment</b>	<b>Immediate Supervisor</b>	<b>Type of Job</b>
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**REFERENCES**

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<b>Full Name of Reference</b>	<b>Phone</b>	<b>Number &amp; Street</b>	<b>City &amp; State</b>	<b>Zip</b>
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**FOR EDUCATIONAL CLASSROOM ASSISTANT APPLICATIONS**

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Have you passed the Para-Pro Test? \_\_\_\_\_  
(yes or no)

Date of Expiration \_\_\_\_\_

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**FOR SECRETARIAL/CLERICAL APPLICANTS**

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Do you type? \_\_\_\_\_ No. of years Experience \_\_\_\_\_  
(yes or no)

Do you operate a computer? \_\_\_\_\_ No. of years Experience \_\_\_\_\_  
(yes or no)

Computer Programs Used:

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Please list below any additional office machines with which you have had previous experience:

**Type of Machine**

**Number of Years Experience**

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Describe any additional office experience/skills and number of years experience:

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**BUS DRIVERS**

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Do you possess a CDL License? \_\_\_\_\_  
(yes or no)

Number of years of Commercial Driving Experience \_\_\_\_\_

Have you ever received any traffic violations or citations? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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**MAINTENANCE**

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What specific skills do you possess?

_____ Boilers	_____ Welder	_____ Masonry
_____ A/C	_____ Carpentry	_____ Other
_____ Plumbing	_____ Electrical	(Please specify)

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**FOR ALL APPLICANTS**

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

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Briefly state what you feel you can contribute as an employee for **SALEM COMMUNITY SCHOOLS** in the position for which you are applying.

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If you have a relative who works for this school corporation or who serves as a member of the Board of Trustees, please give the name and address and describe your relationship:

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Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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Have you ever been convicted of a felony or any offense involving moral turpitude and received probation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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Has any court ever received a plea of guilty or a plea of *nolo contendere* from you for any offense involving moral turpitude, deferred further proceedings without entering a finding of guilty and placed you on probation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**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.**

Why do you desire to leave your present position, or why did you leave your last position?  
(Questions do not apply to those graduating this year.)

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from the employment of another school district? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please give the name of the district, the date and the reasons for the termination or request for resignation. \_\_\_\_\_  
\_\_\_\_\_

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the **SALEM COMMUNITY SCHOOLS** which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the **SALEM COMMUNITY SCHOOLS** now in force and effect or as they may change during my employment, if I am employed by the **SALEM COMMUNITY SCHOOLS**.

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Signature of Applicant

I hereby authorize the **SALEM COMMUNITY SCHOOLS** to conduct work history, credit history, personal reference or police record inquiries to determine my acceptability for employment.

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Signature of Applicant