

EMPLOYMENT APPLICATION

Non-Teaching Employees

Middlebury Community Schools

56853 Northridge Drive • Middlebury, Indiana 46540

(A Smoke Free and Drug Free Workplace)

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

PERSONAL DATA

Name (last, first, middle) _____ Date _____

Address _____ City _____ Zip _____

Home phone _____ Alternate phone (neighbor, friend, etc.) _____

Date available for employment _____

Military service: induction date _____ separation date _____ branch _____

Duties in the service: _____

Special training (explain): _____

Are you interested in year-round employment? Yes No School-year employment? Yes No

Would you consider part-time employment (less than 8 hours a day)? Yes No

If you would consider part-time employment, what hours are you available? _____

MCS schools within reasonable distance of your residence: _____

Have you ever been employed by MCS? Yes No If Yes, date employed _____

Position _____ School or Unit _____

Have you ever been convicted of a felony? Yes No If Yes, explain. _____

Have you been convicted of a misdemeanor other than minor traffic violations within the past five (5) years?

Yes No If Yes, explain. _____

FOR OFFICE USE ONLY

DATE INTERVIEWED _____ INTERVIEWED BY _____

RATING _____

EDUCATION

| Circle number of years completed | school and location | year of graduation | course or major |
|----------------------------------|---------------------|--------------------|-----------------|
| High School 1 2 3 4 | _____ | _____ | _____ |
| Technical School 1 2 3 | _____ | _____ | _____ |
| College 1 2 3 4 | _____ | _____ | _____ |
| Post Graduate 1 2 3 | _____ | _____ | _____ |

EMPLOYMENT HISTORY

1. Employer _____ Address _____
Nature of work _____
Date Employed _____ Date employment terminated _____
Immediate supervisor _____ Hourly or weekly rate _____
Why did you leave this job? _____

2. Employer _____ Address _____
Nature of work _____
Date Employed _____ Date employment terminated _____
Immediate supervisor _____ Hourly or weekly rate _____
Why did you leave this job? _____

REFERENCES

List three references outside Middlebury Community Schools. Do not use relatives.

1. Name _____ Street Address _____
City _____ State _____ Zip _____
Telephone _____ Ext. _____

2. Name _____ Street Address _____
City _____ State _____ Zip _____
Telephone _____ Ext. _____

3. Name _____ Street Address _____
City _____ State _____ Zip _____
Telephone _____ Ext. _____

List individuals or relatives you personally know who are now employed by Middlebury Community Schools.

1. _____ 2. _____
3. _____ 4. _____

POSITIONS / QUALIFICATIONS

Below are listed various classified positions in Middlebury Community Schools. Please check your first and second choices of positions for which you qualify and are applying. On the lines provided below, describe your qualifications for each area you check.

MEDICAL

- Nurse
- Occupational
- Therapist
- Physical Therapist

TRANSPORTATION

- Bus Driver
- Bus Monitor

SECRETARIAL

- Secretary
- Clerical Assistant
- Bookkeeping/Accounting

MAINTENANCE

- Electrician
- Plumber
- Equipment Maintenance
- Painter
- Grounds Maintenance
- General Maintenance

CUSTODIAL

- Custodian

DATA PROCESSING

- Computer Operator
- Programmer
- Trainer

INSTRUCTIONAL SUPPORT

- Prime Time Assistant
- Instructional Assistant
- Special Education Assistant
- Library Assistant

FOOD SERVICE

- Baker
- Cook
- Cafeteria Assistant
- Food Service Manager

OTHER _____

Description of your qualifications for each area you have checked: _____

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for a position with MCS? _____

Please write a brief statement about why you believe you should be employed by MCS. _____

ACKNOWLEDGMENT OF TERMS OF APPLICATION

In making this application for employment, I understand that an investigative 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 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 a 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 had the charges 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, 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.

Date

Signature of applicant

TO BE COMPLETED AFTER EMPLOYMENT OFFER

Social Security Number _____

Marital Status: single married

Number of dependents _____

Race _____ Sex _____ Birthdate _____ Age _____

If previously a member of the Public Employees' Retirement Fund, what was your Fund Number? _____

Do you have any physical or mental limitations which may affect your ability to perform your position duties? Yes No

If yes, describe limitations and indicate accommodations necessary for you to perform essential functions of your position.
