

**LIBERTY-PERRY COMMUNITY SCHOOLS
SUPPORT STAFF APPLICATION**

Secretary Teachers Aide Cafeteria

DATE _____

NAME _____

SOCIAL SECURITY # _____ **DATE OF BIRTH** _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE (____) _____ **DAY PHONE (____)** _____

.....
POSITION FOR WHICH YOU ARE APPLYING

SECRETARY _____

TEACHERS AIDE _____

CAFETERIA _____

ANY AVAILABLE POSITION _____

IF YOU ARE NOT SELECTED FOR A CURRENT POSITION, WOULD YOU BE INTERESTED IN BEING A SUBSTITUTE? YES _____ **NO** _____

.....
LEVEL OF EDUCATION

PLEASE CHECK HIGHEST LEVEL OF COMPLETION

_____ **COLLEGE DIPLOMA**
MAJOR _____ **MINOR** _____

_____ **HIGH SCHOOL DIPLOMA**
NAME OF HIGH SCHOOL _____

GPA AT GRADUATION _____

_____ **GED CERTIFICATE**
DATE ISSUED _____

PLEASE INDICATE ANY ADDITIONAL EDUCATION/TRAINING SUCH AS WORKSHOPS, SEMINARS OR SPECIAL COURSES:

PLEASE LIST THREE (3) PREVIOUS WORK EXPERIENCES STARTING WITH PRESENT POSITION.

EMPLOYER _____
ADDRESS _____
PHONE _____
SUPERVISOR _____
STARTING DATE _____
LIST RESPONSIBILITIES _____

EMPLOYER _____
ADDRESS _____
PHONE _____
SUPERVISOR _____
STARTING DATE _____
LIST RESPONSIBILITIES _____

EMPLOYER _____
ADDRESS _____
PHONE _____
SUPERVISOR _____
STARTING DATE _____
LIST RESPONSIBILITIES _____

PLEASE LIST THREE (3) INDIVIDUALS THAT WE MAY CONTACT FOR A PERSONAL REFERENCE.

NAME _____
HOME PHONE _____ WORK PHONE _____
ADDRESS _____
CITY _____ ZIP _____
RELATIONSHIP _____

NAME _____
HOME PHONE _____ WORK PHONE _____
ADDRESS _____
CITY _____ ZIP _____
RELATIONSHIP _____

NAME _____
HOME PHONE _____ WORK PHONE _____
ADDRESS _____
CITY _____ ZIP _____
RELATIONSHIP _____

IN YOUR OWN HANDWRITING, WRITE WHY YOU SHOULD BE CONSIDERED FOR EMPLOYMENT WITH THE LIBERTY-PERRY SCHOOL CORPORATION IN THE FOLLOWING SPACE.

I HEREBY AFFIRM THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THT FUTURE EMPLOYMENT MAY BE TERMINATED IF THERE HAS BEEN WILLFUL MISREPRESENTATION OF INFORMATION SUBMITTED.

SIGNATURE _____ DATE _____

REQUEST FOR BACKGROUND INFORMATION

DEAR APPLICANT,

YOUR EMPLOYMENT BY THE LIBERTY-PERRY COMM SCHOOL CORPORATION INVOLVES CONTACT WITH OUR STUDENT POPULATION. WE ASK THAT YOU COMPLETE THE QUESTIONS BELOW TO HELP US EVALUATE YOUR SUITABILITY TO WORK WITH INFORMATION. THIS INSERT IS PART OF THE APPLICATION ITSELF AND ANY MISREPRESENTATION OR OMISSION OF FACTS MAY BE GROUNDS FOR DISQUALIFICATION FROM FURTHER CONSIDERATION OR FOR TERMINATION FROM EMPLOYMENT, REGARDLESS OF WHEN THE MISREPRESENTATION OR OMISSION IS DISCOVERED.

THE CONVICTION OF A CRIME OR ANY AFFIRMATIVE ANSWER PROVIDED BY YOU ON THIS INSERT IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. THE SCHOOL DISTRICT WILL CONSIDER THE NATURE OF ANY CONVICTION OR ALLEGED CONDUCT UNDERLYING AN AFFIRMATIVE RESPONSE, THE DATE FO THE ALLEGED CONDUCT IN QUESTION, YOUR INTERVENING CONDUCT AND THE RELATIONSHIP BETWEEN THE OFFENSE OR ALLEGED CONDUCT UNDERLYING THE AFFIRMATIVE RESPONSE AND THE POSITION FOR WHICH YOU ARE APPLYING.

1. HAVE YOU EVER BEEN INVESTIGATED FOR , CHARGED WITH, PLED GUILTY, OR “NO CONTEST” TO ANY CRIME INVOLVING THE SEXUAL ABUSE OF ANY PERSON OR INDECENCY WITH A MINOR? YES _____ NO _____ IF YES, EXPLAIN THE CIRCUMSTANCES ON A SEPARATE SHEET AND ATTACH IT TO THIS APPLICATION.

2. HAVE YOU EVER BEEN CHARGED WITH A CRIME, OTHER THAN A MINOR TRAFFIC OFFENSE, WHERE THE COURT HAS DEFERRED FURTHER PROCEEDINGS WITHUT ENTERING A FINDING OF GUILT, AND PLACED YOU ON PROBATION OR IN A PUBLIC SERVICE OR EDUCATION PROGRAM? YES _____ NO _____ IF YES, EXPLAIN THE CIRCUMSTANCES ON A SEPARATE SHEET AND ATTACH IT TO THIS APPLICATION.

AUTHORIZATION AND RELEASE

I AUTHORIZE THE SCHOOL DISTRICT TO CHECK MY EMPLOYMENT HISTORY, INCLUDING WITHOUT LIMITATION, REFERENCE CHECKS, AND TO SEEK THE RELEASE OF INVESTIGATORY INFORMATION, INCLUDING A “LIMITED CRIMINAL HISTORY”, POSSESSED BY ANY PRIVATE OR PUBLIC EMPLOYER OR ANY LOCAL, STATE, OR FEDERAL AGENCY. I AUTHORIZE THESE PRIVATE OR PUBLIC EMPLOYEES OR LOCAL, INFORMATION THEY MAY RELEASE CONCERNING THE MATTERS DESCRIBED HERIN, AND I WILL COOPERATE TO THE EXTENT NECESSARY TO OBTAIN THE RELEASE OF THIS INFORMATION

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

SIGNATURE

DATE

EMPLOYMENT PRACTICES OF THE LIBERTY-PERRY COMMUNITY SCHOOL CORPORATION DO NOT DISCRIMINATE AGAINST RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR NON-JOB RELATED PHYSICAL HANDICAPS.