



### Application for Employment - Non-Certified Staff

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Specify Position(s) Applied For:

- Secretarial/Clerical
- Bus Driver
- Cafeteria
- Other (Specify) \_\_\_\_\_
- Maintenance
- Teacher's Aide
- Custodian/Sub-custodian

Have you ever been employed by our school district before: ( ) **Yes** ( ) **No**

If yes, give provide \_\_\_\_\_ and position \_\_\_\_\_

### Educational and Professional Training

School or Institution Name and Location	Degree or Diploma Held	Dates Attended
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High School: \_\_\_\_\_

College: \_\_\_\_\_

### Work Experience

Please list your last two (2) places of employment (the most recent first) and provide the other information requested:

(1) Company: \_\_\_\_\_ Date employed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

(2) Company: \_\_\_\_\_ Date employed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

**References**

Please list the names and contact information of three (3) professional references and their relationship to the work you performed.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Please list any unique qualifications which may distinguish you from candidates with otherwise similar qualifications. Include any hobbies and special interests you pursue.

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This application will be kept on file for one (1) year and will be considered for any openings which may occur during that time.

*The Bloomfield School District is committed to equal opportunity and does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the District's employment opportunities, programs, and/or activities, or, if initially occurring off school grounds or outside the District's employment opportunities, programs, and activities, affecting the Corporation environment*

## Request for Background Information

Dear Applicant:

Jobs with the Bloomfield School District of Indiana, involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants for employment are expected to provide us with this information; you are not being singled out for closer inspection. The questions are part of the application itself and any misrepresentation or omission of fact 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 Corporation will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of 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.

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1. If you are now working, has your conduct as an employee or the quality of your work ever been the focus of any investigation by your current employer? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
3. Have you ever resigned from a prior position (with or without being asked) under circumstances involving your alleged sexual contact with another person, mishandling of funds, or criminal conduct? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
4. Have you ever been investigated for, charged with or plead guilty or “no contest” to, or been convicted of any crime involving the sexual misconduct of any person, indecency with a minor, or any other crime of moral turpitude? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application. (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.)

5. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in public service or education program? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.

6. Have you ever been convicted of a crime? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, provide a record of such conviction.

7. If you have been charged with a crime, please indicate the date of the charge, the court action, the offense in question, and the address of the court involved: (attach additional pages if necessary)

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My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any agency. I further authorize those persons, agencies or entities that the Bloomfield School District contacts in connection with my employment application to fully provide the Bloomfield School District any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, or claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Bloomfield School District, its agents, and officials or against any provider of such information.

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.

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Signature

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Date