

PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION

0305 S 1150 E
LaGrange, IN 46761
Telephone: 260-351-3214
Fax: 260-351-3614



ADMINISTRATIVE APPLICATION

Personal Data: **Date:** _____
Name: _____

Address: _____

Home Telephone: (____) _____ Work Telephone: (____) _____



CERTIFICATION:

Type(s) of Certificates Held: _____ Expiration Date: _____

TRAINING: (Copy of transcripts required)

Colleges/Universities: _____ Dates Attended: _____ Degree: _____

PROFESSIONAL EXPERIENCE:

School Name: _____ Address: _____ Dates: _____

Total Number of Years of Regular Teaching/Administrative Experience _____

MILITARY SERVICE:

If any, give branch of service, dates, job-related experience, and/or alternative service experience (Peace Corps, VISTA, Teacher Corps, Etc.)
_____ Number of Months _____

PROFESSIONAL DEVELOPMENT:

List activities (e.g., in-service, seminars, workshops) during the past five years in which you have participated.

PARENT/COMMUNITY INVOLVEMENT:

Describe ways in which you have worked with parents and/or community members.

REFERENCES: (No relatives)

Please list names, addresses and phone numbers of at least three persons who can attest to your character, effectiveness, and professional ability as they relate to the position of administrator.

1.

2.

3.

4.

5.

This school district assumes that, as an applicant for a position here, you wish us to obtain pertinent confidential statements from previous employers and/or references listed by you above. If you agree to authorize us to maintain the confidential status of all materials and statements submitted, please indicate in the affirmative by signing below.

Signature of Applicant

Date Signed



It is the policy of the Prairie Heights Community School Corporation not to discriminate on the basis of race, creed, color, sex, religion, national origin, handicap or age.

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INSERT TO EMPLOYMENT APPLICATION

Request for Background Information:

Dear Applicant,

Jobs with the Prairie Heights Community School Corporation 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. 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 the affirmative response, the date of the alleged conduct in question, your interviewing conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.



1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? Yes _____ No _____ If yes, explain the circumstances on the reverse side of this sheet.
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 the reverse side of this sheet.
3. Have you ever been investigated for, charged with, or pleaded guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor? If yes, explain the circumstances on the reverse side of this sheet.
4. Have you ever been charged with a crime listed in number 3 (above) where the court has deferred further proceedings without 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 the reverse side of this sheet.
5. Have you ever been convicted of a crime other than a minor traffic offense or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any such crime? Yes _____ No _____



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, state, or federal agencies to provide the school district any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees, or agents any provider of such information.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

Signature: _____ Date: _____

Social Security Number: _____ Date of birth: _____ (Used for request of Criminal History Information)