

# Randolph Southern School Corporation

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## **NON-CERTIFIED POSITION APPLICATION**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: (mm/dd/yyyy) \_\_\_\_\_

### **POSITION APPLIED FOR**

Paraprofessional \_\_\_\_\_ Custodial/Maintenance \_\_\_\_\_ Bus Driver \_\_\_\_\_

Office/Clerical \_\_\_\_\_ Cafeteria \_\_\_\_\_ CDL# \_\_\_\_\_

Other \_\_\_\_\_

### **EMPLOYMENT HISTORY**

List all experience in chronological order. Please include school and non-school experience.

Name of Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years of Experience: \_\_\_\_\_ From/To \_\_\_\_\_

Present Salary: \_\_\_\_\_

Name of Past Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years of Experience: \_\_\_\_\_ From/To \_\_\_\_\_

Present Salary: \_\_\_\_\_

Name of Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years of Experience: \_\_\_\_\_ From/To \_\_\_\_\_

Present Salary: \_\_\_\_\_

Non-Discrimination Policy:

It is the policy of the Randolph Southern School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability, in its programs or employment policies, as required by the Indiana Civil Rights Act (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments and Section 504 (Rehabilitation Act of 1973)

**EDUCATION**

<u>High School</u> _____	<u>Location</u> _____	<u>Graduation</u>
<u>Date</u> _____		<u>Degree</u> _____

\_\_\_\_\_

Major/ \_\_\_\_\_ Graduation \_\_\_\_\_

<u>College/Trade School</u>	<u>Location</u>	<u>Minor</u>	<u>Degree</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REFERENCES**

List names of four (4) individuals qualified to give information to enhance your abilities and qualifications for the position you seek. Please include professional and character references. Include any Superintendents and Principals under whom you have worked.

<u>Name</u>	<u>Present Position</u>	<u>Institution</u>	<u>Phone #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**GENERAL INFORMATION**

1. Have you ever been terminated from a job or been asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Have you ever been reprimanded, disciplined, discharged or asked to resign from a prior position? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever been arrested for or convicted of a crime, whether felony or misdemeanor, other than a traffic infraction? Yes \_\_\_\_\_ No \_\_\_\_\_

*(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)*

4. Do you currently have any pending criminal charges? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered “yes” to any of the above questions, please explain the circumstance of each in detail on a separate sheet.

### **AUTHORIZATION AND RELEASE**

Your signature constitutes authorization to check your employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. It further authorizes those persons, agencies or entities that Randolph Southern School Corporation contacts in connection with your employment application to fully provide any information on the matters set forth above. You expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that you might otherwise have against Randolph Southern School Corporation, its agents and officials or against any provider of such information.

I certify that the information on this application is true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may be sufficient cause for dismissal.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Revised April 2018