

DALEVILLE COMMUNITY SCHOOLS

Superintendent's Office
14300 West 2nd Street ♦ Daleville, IN 47334
Phone: (765) 378-3329
Fax: (765) 378-3649

CERTIFIED APPLICATION

INSTRUCTIONS: Please type or print legibly in black ink. All areas must be completed for consideration. Return completed form to the Superintendent's Office. Applications remain on file for one (1) year.

Applicant Personal Data

Name of Applicant (last, first, middle)			
Mailing Address	City	State	Zip Code
Email address		Social Security Number (optional)	
Telephone Number(s)		Other Telephone Number(s)	

Current Certification Areas

Teacher Retirement Number:	Do you currently hold a valid Indiana Teaching License? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Have Applied
Position(s) Applying For:	If yes, list area(s) and expiration date(s).

Education

High School	City and State	Grade Average	Rank
College University	City and State	Years Completed	
Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other	Major (s)	Minor(s)	GPA
College University	City and State	Years Completed	
Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other	Major (s)	Minor(s)	GPA
College University	City and State	Years Completed	
Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other	Major (s)	Minor(s)	GPA

Student Teaching

School	City and State		
Date(s) From/To	Grade/Subject	Supervising Teacher	
School	City and State		
Date(s) From/To	Grade/Subject	Supervising Teacher	

U.S. Military Experience

Branch of Service	Technical Specialization	Rank Attained	Years of Service
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Administrative/Teaching/Other Work Experience (Start with Most Recent Experience)

School Corporation and School/Employer		Address	
Telephone Number(s)	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Date	Ending Date	Grade(s)/Subject(s)	
Reason for Leaving			

School Corporation and School/Employer		Address	
Telephone Number(s)	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Date	Ending Date	Grade(s)/Subject(s)	
Reason for Leaving			

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Telephone Number(s)	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Date	Ending Date	Grade(s)/Subject(s)	
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Starting Date	Ending Date	Grade(s)/Subject(s)	
Reason for Leaving			

School Corporation and School/Employer		Address	
Telephone Number(s)	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Date	Ending Date	Grade(s)/Subject(s)	
Reason for Leaving			

References

Please list three (3) individuals we may contact who know your background and qualifications. *Do not list relatives as references.*

Name	Relationship
Address	Telephone Number(s)
Name	Relationship
Address	Telephone Number(s)
Name	Relationship
Address	Telephone Number(s)

Criminal Record

Have you ever been convicted of a crime other than a minor traffic violation?

Yes No

Note: A "yes" response will not necessarily eliminate you from consideration for employment

Other Information

Are you related to anyone in the employ of Daleville Community Schools?

Yes No

If yes, please list name, title, and school location:

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Certification of Applicant and Authorization of Reference and/or Employment Verification

Daleville Community Schools does not discriminate on the basis of race, creed, color, sex, religion, national or ethnic origin, age, or disability.

I hereby certify that the information found within this application has been provided voluntarily and I waive any right to assert discrimination on the basis of that which has been divulged.

I hereby authorize all persons, firms, corporations, educational institutions, and organizations of any kind to release to the Daleville Community School Corporation any and all information, files, or records pertaining to application, and to permit inspections, and to furnish copies of any documents pertinent to this application. I further authorize any and all persons in any capacity to answer any and all questions in any form that may be submitted to them concerning this application.

I understand that my application will remain in the Central Office files for one (1) year, and all materials accompanying this application will become the property of Daleville Community Schools.

I certify there are no misrepresentations in or falsifications of these statements and answers. I am aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with Daleville Community Schools.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Daleville Community School Corporation.

I 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 I might otherwise have against the Daleville Community School Corporation, its agents and officials or against any provider of such information.

Signature of Applicant	Date of Application

Please include a copy of your resume, transcript(s), teaching license, if applicable.

“An Equal Opportunity Employer”

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LEGAL REQUIREMENTS TO REPORT CERTAIN CRIMINAL CONVICTIONS IC 20-26-5-11

IC-20-26-5-11 Sec (a) applies to:

1. a school corporation; and
2. an entity:
 - a. with which the school corporation contracts for services; and
 - b. that has employees who are likely to have direct, ongoing contact with children within the scope of the employees' employment.

IC-20-26-5-11 Sec (b):

A school corporation or entity may use information obtained under section 10 of this chapter concerning an individual's conviction for one (1) of the following offenses as grounds to not employ or contract with the individual:

1. Murder (IC-35-42-1-1)
2. Causing suicide (IC 35-42-1-2)
3. Assisting suicide (IC 35-42-1-2.5)
4. Voluntary manslaughter (IC 35-42-1-3)
5. Reckless homicide (IC 35-42-1-5)
6. Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
7. Aggravated battery (IC 35-42-2-1.5)
8. Kidnapping (IC 35-42-3-2)
9. Criminal confinement (IC 35-42-3-3)
10. A sex offense under IC-35-42-4
11. Carjacking (IC 35-42-5-2)
12. Arson (IC 35-43-1-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (IC 35-46-1-3)
14. Neglect of a dependent as a Class B felony (IC 35-46-1-4(b)(2)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (IC 35-46-1-4(d))
16. Contributing to the delinquency of a minor (IC 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under IC-35-47 or IC 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
18. An offense relating to controlled substances under IC 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from
 - i. probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5, unless five
 - i. (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

IC-20-26-5-11 Sec (c):

An individual employed by a school corporation or an entity described in subsection (a) shall notify the governing body of the school corporation if during the course of the individual's employment the individual is convicted in Indiana or another jurisdiction of an offense described in subsection (b).

Application Addendum

<p>Have you ever been convicted of a felony?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered yes to the above question, please explain:</p>	
<p>With respect to your present or most recent employer, did you or have you offered a resignation from that position?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>With respect to that employer, were you ever considered for discipline or discharge due to your alleged conduct or misconduct? If yes, please explain the circumstances on a separate sheet and attach to this application.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct? (If yes, explain the circumstances on a separate sheet and attach to this application.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Have you ever been charged with or investigated for sexual abuse of another person?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (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.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If you have answered yes to any one of the previous three questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved:</p>	
Signature	Date

DALEVILLE COMMUNITY SCHOOLS PUBLIC NOTICE

General Nondiscrimination Policy

It is the policy of Daleville Community Schools not to discriminate on the basis of race, creed, color, religion, sex, national or ethnic origin, age, disability, or handicap in its educational programs, activities, or services or employment practices.

Inquiries regarding compliance with the Americans with Disability Act or Section 504 of the Handicapped Act policy or any other policy should be directed to the Superintendent of Schools of Daleville Community Schools, 14300 West 2nd Street, Daleville, IN 47334, or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Disabled Individuals Policy Statement

It is the policy of Daleville Community Schools that no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service, or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy shall be directed to the Superintendent of Schools of Daleville Community Schools, 14300 West 2nd Street, Daleville, IN 47334, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Request for Assistance

Persons who require assistance or need information regarding access to a program and the availability of special facilities are requested to write or telephone the principal of this school or the Daleville Community Schools Superintendent's office.

Sexual Harassment

It is the policy of Daleville Community Schools to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of Daleville Community Schools to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Reporting of Child Abuse and Usage of Controlled Substances

The Board of Education of Daleville Community Schools recognizes that school employees are obligated to report incidents of child abuse and usage of controlled substances on or near school property. The Superintendent of School shall be responsible for the development of rules concerning reporting of such incidents.