



SOUTH PUTNAM COMMUNITY SCHOOL CORPORATION CERTIFIED APPLICATION FOR EMPLOYMENT

Email completed application to Lindsay Teipen at lteipen@sputnam.k12.in.us

Applicant Information			
Name:			
Street Address:	City:	State:	Zip:
Phone Number:	Email:	Today's Date:	

Position Being Sought

<p>Elementary (Number in order of preference)</p> <p>_____ Kindergarten _____ Grade 3</p> <p>_____ Grade 1 _____ Grade 4</p> <p>_____ Grade 2 _____ Grade 5</p>	<p>Middle and Secondary (Number in order of preference)</p> <p>_____ Grade 6 _____ Grade 9</p> <p>_____ Grade 7 _____ Grade 10</p> <p>_____ Grade 8 _____ Grade 11</p> <p>_____ Grade 12</p>
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List Major Teaching Area(s):	List Minor Area:
Activities you can sponsor/supervise/coach:	

Education

Name and Location of High School	Date of Graduation		
Name and Location of College	Years Attended	Major	Degree

Military Experience

Branch of Service	Rank	
Date of beginning active service	Date of Separation	Number of months of active service

Previous Teaching Experience

Please provide the school and location of your previous teaching experience beginning with your most recent experience.

School Name and Location Grades or Subjects From (Mo/Yr) To (Mo/Yr) Reason for Leaving

School Name and Location	Grades or Subjects	From (Mo/Yr)	To (Mo/Yr)	Reason for Leaving

Indiana law mandates school corporations to contact the applicant's most recent employer before hiring.

Student Teaching Experience

Please provide the school and location of your previous student teaching experience beginning with your most recent experience.

School Name and Location Grades or Subjects From (Mo/Yr) To (Mo/Yr) Supervising Teacher

School Name and Location	Grades or Subjects	From (Mo/Yr)	To (Mo/Yr)	Supervising Teacher

License Information

Type of License (Elem, Sec, Etc.) Grade Date of Issue Date Expires Serial Number Subject Endorsement

Type of License (Elem, Sec, Etc.)	Grade	Date of Issue	Date Expires	Serial Number	Subject Endorsement

Working Experience other than Teaching

Employer Name and Location Position Dates Reason for Leaving

Employer Name and Location	Position	Dates	Reason for Leaving

Professional References

Name	Position	Phone	Email

Important Salary Information

Experience Credit

Number of years of military service: _____ Number of years teaching: _____ = TOTAL: _____
 (including present year)

Check all degrees received

- BS Ed. Spec.
 BA Ed. D.
 MS Ph. D.
 MA

Date available to begin employment:

Note: Candidates who have graduated from out-of-state colleges and universities should have teaching credentials evaluated by the Indiana Professional Standards Board, Division of Licensing, State House, Room 229, Indianapolis, IN 46204.

South Putnam Community School Corporation assures that it will comply fully with all the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. South Putnam further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in the admission or access to or treatment or employment in the conduct of its programs and activities and operation of its facilities.

South Putnam Community School Corporation
3999 S US Hwy 231
Greencastle, IN 46135

INSERT TO EMPLOYMENT APPLICATION: REQUEST FOR BACKGROUND INFORMATION

Dear Applicant:

Jobs with the South Putnam 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 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 District 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.

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? If yes, explain the circumstances on a separate sheet and attach it to this application. Yes No

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? If yes, explain the circumstances on a separate sheet and attach it to this application. Yes No

3. Have you ever been investigated for, charged with or plead 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 a separate sheet and attach it to this application. Yes No

4. 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 a public service or education program? If yes, explain the circumstances on a separate sheet and attach it to this application. 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 an expanded criminal history background check, 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 matters 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, OR AGAINST 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.

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Signature Date