

WA-NEE COMMUNITY SCHOOLS
ADMINISTRATIVE APPLICATION

1300 North Main Street
 Nappanee, IN 46550

<i>For Office Use Only</i>	
<input type="checkbox"/>	Interview (date & time) _____
<input type="checkbox"/>	Reference Check
<input type="checkbox"/>	Expanded Criminal Background Check
<input type="checkbox"/>	Drug Test
<input type="checkbox"/>	Sexual Offender Check
<input type="checkbox"/>	CPS Check

(A tobacco-free and drug-free work place)

Wa-Nee Community Schools supports the principle that all persons are entitled to equal employment opportunities without regard to race, religion, color, marital status, national origin, sex, age, or handicapping conditions. If you are unable to complete this application without an accommodation, please let us know so that an alternative arrangement can be made.

Date of Application _____

PERSONAL DATA: (please type or print)

NAME _____

ADDRESS _____

(City) _____ (State) _____ (Zip) _____

TELEPHONE (home) (____) _____ (work) (____) _____

E-MAIL _____ (cell) (____) _____

PRESENT POSITION _____

NAME OF SCHOOL DISTRICT _____

(City) _____ (State) _____ (Zip) _____

CERTIFICATION:

Licensing Information					
Type of License	Grade	Issuance Date	Expiration	Serial Number	Endorsement

EDUCATION: (Undergraduate and Graduate)

Colleges/Universities	Location	Dates Attended	Degree

PROFESSIONAL DEVELOPMENT:

List activities (e.g. inservice, seminars, workshops) during the past three years in which you have participated.

REFERENCES:

List 5 (five) persons who know your professional background and qualifications. (Please request **three** of these five persons to forward a confidential reference concerning your qualifications for this position to the address noted on the front page.)

Name	Title	Complete Address/Telephone	Reference Requested ___ YES ___ NO
			___ YES ___ NO
			___ YES ___ NO
			___ YES ___ NO
			___ YES ___ NO
			___ YES ___ NO

MILITARY EXPERIENCE:

If any, give branch of service, dates, job-related experience, and/or alternative service experience (Peace Corp, VISTA, Teacher Corps, etc.)

PROFESSIONAL EXPERIENCE: (Please list most recent)

Position	School District/Complete Address/Phone #	Dates

PROFESSIONAL ORGANIZATIONS:

(List the organizations in which you have been most active recently and indicate offices held, personal contributions, or other responsibilities.)

Organization	Leadership Role	Remarks/Responsibilities

PRESENT CONTRACTUAL RELATIONSHIP:

Length of Present Contract _____	Expiration Date _____
Present Salary _____	Date Available _____

PERSONAL:

(Attach additional sheets if necessary.)

1. Please list talents, skills, qualifications, and experiences you possess that will enable you to be a successful administrator.

2. When hiring staff what qualities or characteristics do you look for and value?

REQUEST FOR BACKGROUND INFORMATION

- A. 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 a separate sheet and attach it to this application.
- B. 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.
- C. Have you been investigated for, charged with or plead guilty or “no contest” to a crime that has not been expunged or otherwise remains a public record and which involves the sexual abuse of any person or indecency with a minor? Yes ___ No ___. If yes, explain the circumstances on a separate sheet and attach it to this application.
- D. Have you ever been convicted of a crime other than a minor traffic offense that has not been expunged or otherwise remains a public record? Yes ___ No ___ Include convictions for traffic offenses involving the use or possession of alcohol or controlled substances, or offenses in connection with accidents involving serious injury to persons or property. If yes, please describe on a separate sheet of paper the nature of the offense, the name of the court entering the convictions, the date of the incident giving rise to the conviction and any other information concerning the circumstances you consider relevant.
- E. Have you ever been charged with a crime, other than a minor traffic offense that has not been expunged or otherwise remains a public record, in which the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or educational program? Yes ___ No ___. If yes, explain the circumstances on a separate sheet and attach it to this application.

An unintentional misrepresentation or affirmative answer provided by you on this application is not an automatic bar to employment. Wa-Nee Community Schools will consider the nature of any such conviction of public record 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.

AUTHORIZATION AND RELEASE

I authorize Wa-Nee Community Schools 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 Wa-Nee Community Schools 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 WA-NEE COMMUNITY SCHOOLS, 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. FURTHERMORE, IT IS UNDERSTOOD THAT THIS APPLICATION AND RECORDS BECOME THE PROPERTY OF WA-NEE COMMUNITY SCHOOLS, WHICH RESERVES THE RIGHT TO ACCEPT OR REJECT IT. I FURTHER AGREE TO OBSERVE ALL RULES, REGULATIONS, AND POLICIES OF WA-NEE COMMUNITY SCHOOLS.

Signature _____ Date _____

Please print your name _____ SS# _____

Please print any other name(s) which you have previously used: _____

Please print your complete address _____

Birth date (only for purposes of requesting Criminal History information) _____

Wa-Nee Community Schools
WAIVER – TEACHING/CERTIFIED
Public Law 93-380
“Family Educational Rights and Privacy Act of 1974”

I, _____ being aware of the provisions of Public Law 93-380, “Family Educational Rights and Privacy Act of 1974,” hereby affix my signature and provide a waiver of the above provisions.

I hereby grant authorization to the Wa-Nee Community Schools to:

1. Request any and all materials and information pertaining to my employment from any of my present or former employers, supervisors or co-workers in any bona fide school corporations.
2. Request credentials from all educational institutions I have attended.
3. Request student teaching evaluation from any assigned classroom supervising teacher.

I hereby further authorize:

1. Any bona fide school corporation to release any and all information (written or verbal) pertaining to my employment in that school corporation to the Office of the Superintendent, Wa-Nee Community Schools.
2. Any or all educational institutions I have attended to release my placement credentials on request, to the Office of the Superintendent, Wa-Nee Community Schools.
3. My assigned classroom supervising teacher(s) to release my student teaching evaluation to the Office of the Superintendent, Wa-Nee Community Schools.

Signature of applicant

Date

Wa-Nee Community Schools does not discriminate in any practice in the operation of the school system upon the basis of sex, race, color, religion, creed, national origin, handicap or veteran’s status and will not permit discriminatory practices to be employed by anyone in the school system upon the basis of sex, race, color, religion, creed, national origin, handicap or veteran’s status.

I hereby certify that to the best of my knowledge and belief the foregoing statements are true, correct and complete. I further understand that this application will become part of my personal file should I be employed by the Wa-Nee Community Schools; that the information provided will be verified; and that falsification of any information submitted on this application may be cause for dismissal from service.

Signature of applicant

Date