

Monroe-Gregg School District

135 South Chestnut Street

Monrovia, IN 46157

Phone (317) 996-3720

Fax (317) 996-2977



EMPLOYMENT APPLICATION FOR CLASSIFIED STAFF

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

An Equal Opportunity Employer

(Please Print or Type)

Date of Application: _____

NAME: _____

ADDRESS: _____ CITY _____ STATE _____

HOME TELEPHONE: _____ OTHER TELEPHONE _____

E-MAIL ADDRESS: _____ DRIVER LICENSE #: _____

SOCIAL SECURITY NUMBER: _____ BIRTH DATE: _____

SPECIFY POSITION(S) APPLIED FOR:

- | | |
|--|--|
| <input type="checkbox"/> Secretarial/Clerical | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Teacher's Aid | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Custodian/Sub-custodian | <input type="checkbox"/> Other (Specify) _____ |

Have you ever been employed by our school district before: Yes No

If yes, give date _____ and position worked _____

This application will remain on file for one year from the date submitted; it must be renewed yearly for future consideration. You may update your application throughout the year whenever necessary.

EDUCATION

SCHOOL	NAME	LOCATION CITY & STATE	DATES ATTENDED	DIPLOMA OR DEGREE
Last High School Attended				
Colleges or Universities				
Business or Trade Schools				
Other				
Military Experience	Branch	Rank	Years of Service	

EXPERIENCE

Name & Address of Employers	Number of Years Employed	Start Date/End Date & Reason for Leaving	Job Title / Job Description	Immediate Supervisor
		-		
		-		
		-		
		-		

REFERENCES

(only one reference should be a friend, relative or other)

Name of Reference	Relationship Employer / Friend / Relative / Other	Contact Numbers

BACKGROUND INFORMATION: Answer the following questions

Are you a U.S. Citizen? Yes _____ No _____

Are you proficient in any language(s) other than English? Yes _____ No _____

If yes, please list: _____

Do you have the legal right to work and remain permanently in the U.S.? Yes _____ No _____

Do you have relatives or close acquaintances employed in the Monroe-Gregg School District? Yes _____ No _____

If yes, list names: _____

If you answer "yes" to any of the following questions, please explain:

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer because you were under investigation for misconduct or has the quality of your work been questioned? _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? _____

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? _____

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds or of criminal conduct resulting in a conviction or criminal penalty? _____

Have you ever pleaded guilty to, or been convicted of any theft or attempted theft, murder, swindling, indecency with a minor, or any other moral or sexual crimes, such as rape? _____

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" 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? _____

Have you tested positive in the past two years for alcohol or substance abuse? _____

Has your driver license ever been suspended or revoked? _____

List any additional information you feel would be pertinent in obtaining and performing the job for which you are applying:

FOR BUS DRIVER APPLICANTS:

Are you a Licensed School Bus Driver? Yes _____ No _____

If yes, please give License #: _____ State Issued _____

Can you qualify for a public passenger license? Yes _____ No _____

Have you ever been denied certification as a bus driver Yes _____ No _____

Have you ever driven a school bus? Yes _____ No _____

If yes, please provide details: _____

Have you ever driven a truck larger than a pick-up? Yes _____ No _____

Driving Experience: School Bus _____ Truck _____
(Number of Years) (Number of Years)

ALL APPLICANTS MUST READ AND SIGN BELOW

AGREEMENT:

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the district, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the district.

Signature of Applicant

I hereby authorize the district to conduct work history, personal reference checks, and/or police and criminal history reports to determine my acceptability for employment. *Please note: all employees of the Monroe-Gregg School District must have a clean and clear criminal history report completed and on file before employment.*

Signature of Applicant